



Transcript Request

(Two FREE lifetime requests)

Submit completed form by email to MJCESeForms@mjc.edu, in-person, fax, or mail to Enrollment Services. Electronically signed forms will ONLY be processed when using your MJC Student Email.

You are eligible for two FREE lifetime official transcripts as a MJC student. If you have used your two FREE lifetime requests or would like to order transcripts by rush go online to www.studentclearinghouse.org. When submitting this form using a personal email, please sign in blue or black ink. Please allow up to 5-7 business days for processing, plus additional mailing time. Transcripts not picked up within 60 days will be discarded.

Student Information:

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID/Last 4 SSN: _____ Birthdate: _____ (Ex: MM/DD/YYYY)

Previous Names Used on Academic Records (if any): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ MJC Email: _____

Number of Official MJC Transcript Copies Requested: _____

Check Only One Box for Type of Delivery:

Mail to address listed above (SELF)

Pick up in Enrollment Services Office

Mail to alternative address listed below:

** Please bring your photo ID to pick up transcripts*

College Name or Business: _____

**If you would like someone else to pickup your transcript, please write their name below:*

Attention To: _____

Note: Person listed above must bring valid photo ID and a written letter signed by you in order to pickup your request.

Mailing Address: _____

• For CSU GE/ IGETC Certification Request, please complete the CSU GE/ IGETC Form.

By signing below, I certify under penalty and perjury I am the student listed above and understand I am using one of my free official transcript requests. If any information is incomplete or incorrect, I understand it may delay the processing time.

Student Signature: _____ **Date:** _____

OFFICE USE ONLY

Posted By: _____

Processed By: _____

Posted Date: _____

Processed Date: _____

1st Free 2nd Free Recieved by MJC student email