



# 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](http://www.studentclearinghouse.org). When submitting this form using a personal email, please sign in blue or black ink. Please allow up to 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: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Names Used on Academic Records (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

MJC Email: \_\_\_\_\_

Number of Official MJC Transcript Copies Requested: \_\_\_\_\_

Check Only **ONE** Box for Type of Delivery:

Mail to address listed above (SELF)

Mail to alternative address listed below:

Pick up in Enrollment Services Office  
\*Please bring your photo ID to pick up transcripts.

College Name or Business: \_\_\_\_\_

Attention To: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

\*If you would like someone else to pick up your transcripts, please complete the **Document Pick Up Authorization form**.

**\* 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

Received by MJC Student Email