



Transcript Request

(Two FREE lifetime requests)

Submit completed form by email to MJCEseforms@mjc.edu, fax, in-person or mail to Enrollment Services. **Requests sent from a personal email MUST have a copy of the students ID attached or it will NOT be processed.**

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 and attach a picture ID.

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 box for type of Delivery:

Mail to address listed above (SELF):

Mail to alternative address listed below:

Hold for Pick-up (Valid ID required): *If someone else will be picking up your transcript please provide a name (Valid ID required):*

Name of person picking up: _____

College Name or Business: _____

Attention To: _____

Mailing Address: _____

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

By signing below, I certify under penalty of 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
- Received by personal email w/ID attached