



FREE Transcript Request

EMAILED FORMS MUST BE SUBMITTED WITH YOUR MJC STUDENT EMAIL, OTHERWISE THEY WILL NOT BE PROCESSED. Submit completed form by email to MJCSeForms@mjc.edu, in-person or mail to Enrollment Services.

Note to Student: This form can only be used for your FREE transcript options. If you would like to order transcripts by rush or express go online to www.studentclearinghouse.org. **You are limited to two free transcript requests as a student at MJC.** Additional requests will be assessed a fee. Please allow up to 10 business days for processing, plus additional mailing time.

NOTE: FORM MUST BE COMPLETED IN BLUE OR BLACK INK

Today's Date: _____

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: _____

Contact Phone: _____ Student Email: _____

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

Student Signature: _____ Date: _____

Send Transcripts To:

College Name/Business/Self/Other: _____

Attention: _____

Address/P.O. Box: _____ City: _____ State: _____ Zip: _____

Number of Copies: _____

Check Appropriate Boxes:

Type of Delivery: Mail to address listed above Pick up in Enrollment Services Office
**If you would like someone else to pickup your transcript, please write their name below:*

Certification (if any): GE Certification (CSU schools only) _____
 IGETC Certification (UC schools only or CSU)

Note: Person listed above must bring valid photo identification in order to pickup your request.

College Name: _____

OFFICE USE ONLY

Posted By: _____ Processed By: _____

Posted Date: _____ Processed Date: _____