

MOORPARK COLLEGE

7075 Campus Road, Moorpark, CA 93021
(805) 378-1429 Fax: (805) 378-1583

Today's Date Phone Number

Last Name First Name MI

Student's Mailing Address

City State Zip

You are responsible for providing exact mailing address. PLEASE PRINT CLEARLY.

NAME _____

ATTN _____

ADDRESS _____

CITY/ST/ZIP _____

Request will not be processed if student has any outstanding fees or obligations.

REQUEST FOR OFFICIAL TRANSCRIPT

Complete one form for each transcript needed

Student ID or Social Security Number Date of Birth

Prior Name(s) used

Dates attended Moorpark College _____ -- _____

Processing Instructions – check appropriate box(es):

- 1. REGULAR PROCESSING (10-20 working days)
FEE: First two free; \$3.00 each thereafter
- 2. HOLD FOR FINAL GRADES. **DO NOT SUBMIT** until week of finals
(allow up to 8 weeks after the end of the semester for processing)
- 3. RUSH PROCESSING: (3 – 5 working days) FEE: \$5.00 per transcript
- 4. AFTER DEGREE OR CERTIFICATE IS RECORDED
- 5. WITH CERTIFICATION OF GENERAL EDUCATION REQUIREMENTS
for CSU or UC. Form must be attached.

STUDENT SIGNATURE (Transcript WILL NOT be processed without student signature)

Office Use Only Amount Paid: _____ Date: _____ Received By: _____