

TRANSCRIPT REQUEST FORM

California College of the Arts

Student Records Office
5212 Broadway
Oakland, CA 94618
tel 510.594.3651
fax 510.594.1941

Student Records Office
1111 Eighth Street
San Francisco, CA 94107
tel 415.703.9579
fax 415.551.9261

Student ID or Social Security # _____ Date of birth _____

Name _____ Signature _____

Address _____

City _____ State _____ Zip _____

Tel _____ Email _____

Other names used (maiden, etc.) _____

Currently enrolled _____ Last attended _____
yes/no term/year

Hold transcripts until grades/degree are issued Yes No

Please indicate if you attended as a Graduate and/or Undergraduate student Undergrad Grad

Transcripts are \$5.00/copy and are processed within 10 business days.

Rush transcripts are \$10.00/copy and are processed within 2 business days.

Same-day transcripts are \$20.00/copy (on-the-spot service is not guaranteed)

(Please note that this refers to the processing time and that transcripts are mailed through the United States Postal Service)

Transcripts (\$5.00) Requested # _____ x \$5.00 = _____

Rush transcripts (\$10.00) Requested # _____ x \$10.00 = _____

Same-day transcripts (\$20.00) Requested # _____ x \$20.00 = _____

Money order Total = _____

Cash Credit Card # _____ exp _____ CVV _____

Check # _____

Name on credit card: _____

Billing Address: _____

** Billing address required if using credit card City: _____ State: _____ Zip: _____

** What is the CVV? The CVV (Customer Verification Value) is the 3-digit non-embossed number printed on the signature panel on the back of the card immediately following the VISA or MC card account number.

Delivery Instructions: Fax transcript to: fax # _____

Hold for pick-up on _____ Email transcript to: email address _____
(Faxed and emailed transcripts are unofficial)

Mail to: Name/Institution _____

Address _____

City/State/Zip _____

Attn: _____

SRO USE ONLY: Date received: _____ Holds: _____ Date sent: _____ Initials: _____