

Cañada College
Office of Admissions & Records
4200 Farm Hill Blvd
Redwood City, CA 94061-1099
Fax: (650) 306-3113

College of San Mateo
Office of Admissions & Records
1700 West Hillsdale Blvd.
San Mateo, CA 94402-3784
Fax: (650) 574-6506

Skyline College
Office of Admissions & Records
3300 College Drive
San Bruno, CA 94066-1662
Fax: (650) 738-4200

1. Your transcript will be mailed as soon as possible, normally within ten working days following receipt of your request. Please note that three weeks or longer may be required following the close of a term. Because of budget limitations, we cannot notify students when requested transcripts have been mailed.
2. All courses completed or in progress at Cañada College, College of San Mateo, and/or Skyline College will appear on the transcript. Transcripts from other schools/college will not be forwarded.
3. IGETC or CSU-GE certifications will be sent only when requested on this form. Do not request an IGETC certification unless you are certain that you have completed all requirements. IGETC or CSU-GE certifications are sent only with final transcripts and directly to the college/university you indicate on your transcript request form. If you need assistance, see a counselor/advisor.
4. The first two transcripts requested by a student are free of charge. Thereafter, submit payment of \$5 for each transcript you request.
5. A transcript is normally considered official only if it is mailed by the college directly to another institution. You may request that a transcript be sent to you for your personal use. The \$5 fee must be paid if you have previously ordered two or more transcripts.
6. All obligations (library books and fines, loans, fees, P.E. equipment, etc.) must be cleared with the appropriate office before a transcript can be issued.
7. If you request that your transcript be sent before final grades for your most recent term have been posted, you must submit another request later for required final transcript(s).
8. To submit a transcript request by FAX, fill in this form carefully and FAX it to the SMCCCD college you last attended.

CREDIT CARD PAYMENT AUTHORIZATION FOR TRANSCRIPT FEE

American Express Discover Master Card VISA

Credit Card Account Number _____ Expiration Date _____
Print Name of Cardholder _____
Cardholder's Signature _____

Transcript(s) requested will be sent by U. S. Mail

Cañada College
College of San Mateo
Skyline College

TRANSCRIPT REQUEST
PLEASE PRINT CLEARLY
PRESS FIRMLY

Name _____
Last First Middle
Street Address _____
City, State, Zip _____
SSN/Student ID # _____ Birth Date _____
Phone # _____ Former Name _____

SEND TRANSCRIPT TO (Print complete address clearly, with Zip Code.)

Number of
copies to be
sent to this
address:

If you have previously ordered two or more transcripts, a fee of \$5 per transcript must accompany this request.

Years of attendance at Cañada, CSM and/or Skyline:
Cañada College: From _____ through _____
College of San Mateo: From _____ through _____
Skyline College: From _____ through _____

Check ONLY one:

- I **did not** enroll this term. Please send transcript now.
 I **did** enroll this term. Please send an "in progress" transcript now.
 I did enroll this term. Please hold transcript until final grades for _____ have been posted
term/year

Special requests:

- Hold transcript until degree or certificate is posted.
 Hold transcript until grade change is posted:
Course _____ Term _____ Year _____
 Adjustment expected: _____
 Send IGETC certification Send CSU-GE cert.
(With final transcript only. (With final transcript only.
No 'In Progress') No 'In Progress')

Student's
Signature: _____ Date: _____

FOR OFFICE USE ONLY

\$ REC'D BY ON TRANSCRIPT MAILED