

MOORPARK COLLEGE

7075 Campus Road, Moorpark, CA 93021 | (805) 378-1429

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.

MAIL TO: _____

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 ONE:

- 1. REGULAR PROCESSING (10-20 working days)
FEE: First two free; \$3.00 each thereafter
- 2. RUSH PROCESSING: (3 – 5 working days) FEE: \$5.00 per transcript
- 3. WITH CERTIFICATION OF GENERAL EDUCATION REQUIREMENTS
for CSU or UC. Form must be attached. FEE: \$3 No Rush Available

If you need current semester grades included, submit the request only after you see your grades posted online

SIGN IN THIS BOX! *Transcript WILL NOT be processed without student signature*

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