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### OFFICIAL TRANSCRIPT REQUEST

Students can order transcripts through the National Student Clearinghouse at <https://tsorder.studentclearinghouse.org>. Use this form to request a hard copy of your official transcript. Electronic transcripts are only available with online orders.

Photo ID is required for identity verification purposes.

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone #: \_\_\_\_\_ Home College:  Yuba College  Woodland Community College

Last Term Attended:  Fall  Spring  Summer Year: \_\_\_\_\_ Birthdate: \_\_\_\_\_

#### PROCESSING INSTRUCTIONS

Final grades, grade changes, and degrees/certificates awarded can take several weeks after the end of the term to appear on your transcript.

Process Now

Hold Request Until After:  Fall  Spring  Summer Year: \_\_\_\_\_

To Include:  Final Grades  Grade Change  Degree(s)/Certificate(s) Awarded

Special Instructions: \_\_\_\_\_

#### DELIVERY INFORMATION

Mail To:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Pick Up at Admissions and Records - photo ID required

Yuba College

Campus: \_\_\_\_\_

Woodland Community College

Campus: \_\_\_\_\_

#### ORDER DETAILS AND PAYMENT

Your 1<sup>st</sup> two official transcripts are free. Standard orders are \$5.00 per transcript. Rush orders are \$15.00 per transcript.

# of Copies	Cost	Total
Free (1 <sup>st</sup> two only): _____	-	\$ _____
Standard Order: _____	\$5.00 each	\$ _____
Rush Order: _____	\$15.00 each	\$ _____
TOTAL: \$		_____

#### Payment Options

Cash  Check or Money Order

Credit Card:  Visa  Mastercard  
 Discover  American Express

Card #: \_\_\_\_\_

Exp Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ PIN/SEC/CVV: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Processed by: \_\_\_\_\_ Date: \_\_\_\_\_