

## Transcript Request

5055 Santa Teresa Blvd  
Gilroy CA 95020

# GAVILAN COLLEGE

Admissions and Records Office

fax 408 846 4940  
phone 408 848 4733

Name \_\_\_\_\_ Soc. Sec. or Gavilan ID # \_\_\_\_\_

Other Names Used at Gavilan \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State Zip

Approximate Dates of Attendance \_\_\_\_\_ # of Transcripts Requested \_\_\_\_\_

Student's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

### - IN GENERAL -

The very first two copies are free; each copy thereafter is \$4. Gavilan transcripts are issued only with the student's written authorization. Transcripts from other schools and colleges will not be duplicated. (A transcript is "official" only when it is issued by the institution where the credit was earned).

### - SPECIAL INSTRUCTIONS -

\_\_\_\_\_ **Transcript needed now.** Requests for rush transcripts can usually be filled on the same day but not during late registration periods. There is a \$7 fee for each rush transcript. If you wish to charge this amount to MasterCard or Visa, complete the following information:

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

Exp. Date: \_\_\_\_\_

#### Mail To:

Name of Person, School or Company

Office, Attention to, etc.

Street

City State Zip

\_\_\_\_\_ **Hold transcript for pickup**

\_\_\_\_\_ **Send transcript within ten working days.**

To avoid delays request transcripts well in advance of peak periods such as late registration.

\_\_\_\_\_ **Send transcript after:**

- \_\_\_\_\_ • Final grades are posted for:  
Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_
- \_\_\_\_\_ • Degree is posted
- \_\_\_\_\_ • Grade change is posted

\_\_\_\_\_ **Certify general ed requirements for:** \_\_\_\_\_ CSU \_\_\_\_\_ IGETC  
**(\$4. fee, allow 10 working days)**

Will you be using credit from other colleges? \_\_\_\_\_

College #1: \_\_\_\_\_

College #2: \_\_\_\_\_

College #3: \_\_\_\_\_

#### Office Use:

Amt Due \_\_\_\_\_ Amt Pd \_\_\_\_\_ Prev Copies \_\_\_\_\_

Request Rcvd \_\_\_\_\_ Trans. Sent \_\_\_\_\_