

# College of Marin

## Transcript Request Form

To process Requests by Mail or Fax:

1. Complete this Form.
2. Request by fax require a legible **valid** copy of your **Drivers License** or Government Issued Photo ID
3. Provide all information requested below.
4. Sign the form.
5. **FAX TO: (415) 884-0429 or MAIL TO: College of Marin Transcripts, 1800 Ignacio Blvd. Novato CA 94949**

Use a separate form for each destination of a transcript. Transcripts will not be processed if there is an outstanding debt with the College. Transcripts will include all previous semesters completed plus current semester verification (if applicable).

Processing Time: Allow up to 10 working days from the date received (up to 20 at end of semester and/or peak periods). Transcripts are mailed by regular U.S. mail service.

The first two transcripts **ever** requested are free. Subsequent transcripts are \$6.00 each.

### Please Note The Following:

1) **CSU General Education (GE)** – Completion of 39 units of general education for the California State University system is not a requirement for admission. However, it is recommended that these units be completed during the first two years of college. (*Refer to catalog for additional information*).

It is the student's responsibility **prior to attending** California State University to submit a written signed "Request for Certification of Transfer Courses – CSU GE **OR** UC/CSU IGETC" form and submit along with a written signed request for transcripts. "Rush" service not available. Please call the Office of Admissions and Records to have a Request for Certification of General Education Transfer Courses form sent to you (415) 457-8811 ext 8822

2) **UC/CSU Intersegmental General Education Transfer Curriculum (IGETC)** – All course work applicable to the IGETC must be completed and certified in its entirety prior to transfer in order to be accepted by the University of California or California State University. (*Refer to catalog for additional information*).

It is the student's responsibility to submit a written signed "Request for Certification of Transfer Courses – CSU GE **OR** UC/CSU IGETC" form and submit along with a written signed request for transcripts **prior to entering the UC or CSU system**. "Rush" service not available. Please call the Office of Admissions and Records to have a Request for Certification of General Education Transfer Courses form sent to you (415) 457-8811 ext 8822

### PLEASE PRINT

(Use separate form for each destination)

Name \_\_\_\_\_  
Last First Middle

All Previous Names \_\_\_\_\_

Social Security # or Student ID# \_\_\_\_\_

Date of Birth \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_  
mo/day/yr (Both Kentfield & Indian Valley)

Current Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Home Phone# \_\_\_\_\_

Visa /MasterCard # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Number of Transcripts requested \_\_\_\_\_  
(\$6.00 per copy)

Student Signature \_\_\_\_\_

Mail Transcript to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_