

College of Marin

Regular Service Transcript Request Form

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

Transcripts will not be processed if there is an outstanding debt with the College of Marin. Transcripts will include all previous semesters completed plus current semester verification (if applicable).

To Process Requests by Fax or Mail:

1. Use this Form only.
2. Provide all information requested below.
3. Sign the form.
4. MAIL TO: College of Marin Transcripts, 1800 Ignacio Blvd. Novato CA 94949
5. FAX TO: (415) 884-0429 – Please Note: A **faxed request** must include a legible **valid** copy of your **Drivers License** or **Government Issued Photo ID** with this form.

- Use a separate form for each destination of a transcript
- Processing Time: Allow up to 10 working days from the date received (up to 20 days at end of semester and/or peak periods). Transcripts are mailed by regular U.S. mail service.

Please Note The Following:

Check one or more boxes below if the transcript request is to be held for the following reasons:

- Hold for final grades from current semester**
 Hold for grade change (*List Course / Semester*) _____ / _____
 Hold for degree posted

Prior to entering the UC or CSU system, student's may submit a [Request for Certification of General Education Transfer Courses \(GE/CSU\) \(IGETC/CSU/UC\)*](#) CSU General Education (GE) and UC/CSU Intersegmental General Education Transfer Curriculum (IGETC) This form must accompany a "Transcript Request".

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: _____

