

College of Marin

Regular Transcript Request Form

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

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: All 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. Transcripts will not be processed if there is an outstanding debt with College of Marin. 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 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 must submit a "Request for Certification of General Education Transfer Courses CSU GE OR UC/CSU IGETC." This form must accompany a "Transcript Request". **(Rush service is not available for this service).**

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: _____

