

# College of Marin

## Unofficial Transcript Request Form ----- No Charge

*(Unofficial Transcripts do not have a College Seal and is for Student Use Only)*

*Students* may view their unofficial transcripts at <https://mycom.marin.edu>

*Students* who do not have access to the College of Marin Student Portal Site must use this form.

### To process Requests:

1. Use this Form only.
2. Provide all information requested below
3. Sign the form.
4. Make a legible **valid** copy of your *Drivers License* or Government Issued Photo ID to fax with this form.
5. **Mail to:** College of Marin Transcripts, Indian Valley Campus, 1800 Ignacio Blvd. Novato CA 94949
6. **Fax to :** (415) 884-0429

*Unofficial 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).

1. Processing Time: 1 to 2 business working days
2. Unofficial Transcripts are *faxed* or *mailed* back to *student only* at the *fax number* or *address* received on request form.

### PLEASE PRINT

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 \_\_\_\_\_  
*Mail Unofficial Transcript to* \_\_\_\_\_  
*(students only):* \_\_\_\_\_

Daytime Telephone# \_\_\_\_\_ Home Phone# \_\_\_\_\_ Fax Number # \_\_\_\_\_

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