



Transcript Request

(Two FREE lifetime requests)

Submit completed form by email to MJCESeForms@mjc.edu, in-person, fax, or mail to Enrollment Services. **Electronically signed forms will ONLY be processed when using your MJC Student Email.**

Note to Student: You are limited to two lifetime official FREE transcript requests as a student at MJC. If you have used your two FREE lifetime requests or would like to order transcripts by rush or express go online to www.studentclearinghouse.org. When submitting this form using a personal email, Signature **MUST BE COMPLETED IN BLUE OR BLACK INK**. Please allow up to 5-7 business days for processing, plus additional mailing time. Official MJC Transcripts not picked up within 60 days will be discarded!

Student Information:

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID/Last 4 SSN: _____ Birthdate: _____ (Ex: MM/DD/YYYY)

Previous Names Used on Academic Records (if any): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ MJC Email: _____

Number of Official MJC Transcript Copies Requested: _____

Check Only One Box for Type of Delivery:

Mail to address listed above (SELF)

Pick up in Enrollment Services Office

Mail to alternative address listed below:

** Please bring your photo ID to pick up transcripts*

College Name or Business: _____

**If you would like someone else to pickup your transcript, please write their name below:*

Attention To: _____

Note: Person listed above must bring valid photo ID and a written letter signed by you in order to pickup your request.

Mailing Address: _____

CSU GE/ IGETC Certification Request (Select one only if you have been admitted to a CSU or UC):

Certification: GE Certification (CSU schools)

IGETC Certification (UC schools or CSU)

By signing below, I certify under penalty and perjury I am the student listed above and understand I am using one of my free official transcript requests. If any information is incomplete or incorrect, I understand it may delay the processing time.

Student Signature: _____

Date: _____

OFFICE USE ONLY

Posted By: _____

Processed By: _____

Posted Date: _____

Processed Date: _____

1st Free 2nd Free Recieved by MJC student email