

Each student who completes coursework at the college is entitled to receive two transcripts or two verifications at no cost (regular processing only). Once the initial two transcripts or verifications, or any combination of the two have been produced, a \$3.00 fee is charged for each future request.

Only coursework taken at Irvine Valley College will be included on the transcript we produce. Copies of transcripts from other colleges, including Saddleback College, must be requested from each institution. Coursework taken prior to Fall 1987 will be reflected on a South Orange County Community College District transcript and must be requested from Saddleback College.

Transcripts/work in progress will be processed using the form on the reverse side. Students may submit the request in person with valid photo ID at the Office of Admissions and Records, by mail or by faxing the request to: (949) 451-5443. If sending by mail or fax, include a photocopy of a valid photo ID with signature. Requests cannot be processed without verification of identification. We cannot accept requests by telephone or email.

Transcripts/work in progress are not processed or released without the student's authorized validation. Written release by the student to a 3rd party is not permitted.

To ensure student privacy, we are prohibited from processing or releasing transcripts/work in progress by fax or over the telephone to any party. All transcripts/work in progress are official and are available for pick-up by the student in person or by mail only.

Payment must be made prior to processing transcripts. The cost of a transcript using regular processing is \$3.00 per request. Regular processing may take up to seven business days for the transcript to be available for pick up in person, or to be mailed from our office. Emergency processing is available for an additional fee of \$5.00 per transcript requested. Processing time for emergency requests is three hours for pick up or it will be placed into the next day's mail. Emergency requests received after 3:00 p.m. Monday – Thursday or received after 12:00 p.m. Fridays will be ready by 12:00 Noon on the following business day. Please remember that delivery of the mail is beyond our control, so factor in delivery time when placing your request. Certain credit cards require that you include your CVV code when making payment by credit card. Check with your credit card company if it is required as transcript requests may be delayed without it.

Transcripts/work in progress for pick up are only held for 30 days. After 30 days the student must submit a new request with payment.

Transcripts will not be processed until all financial obligations to the college are cleared. All payments sent to the college are first obligated to outstanding fees or fines. Therefore, any balances past due to the college will prohibit us from processing your request until all obligations are paid. Contact the Bursar's Office at: (949) 451-5245 to clear any outstanding financial obligations.

Requests that require current semester or term grades should not be submitted until the term is completed.

All transcripts being held for certification or degree posting will be processed within eight weeks after the end of the term.

Transcripts on file from high schools or other colleges cannot be duplicated. The student must apply directly to the other school attended for official copies of their records.

Irvine Valley College is not responsible for lost or misdirected mail. All mailed requests are sent via the standard U.S. Postal Service (U.S.P.S.). Use of other services such as overnight or express services initiated and paid for by the student require additional shipping time and are subject to the existing pickup schedule at the college.

Transcripts will not be processed without valid identification (see reverse for details). If you are sending transcripts to more than one address, you must fill out a separate request for each. Please complete the following information, ensuring that it is complete and legible.

Name: _____
Last First Middle

Student ID: _____ and/or Social Security Number: _____

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

Date of Birth: _____ Daytime Telephone: (____) _____

Other Names Used: _____
Last First Middle

SIGNATURE: _____ **DATE:** _____

TRANSCRIPT/WORK IN PROGRESS PROCESSING SELECTION:

<input type="checkbox"/> Regular Processing (5-7 business days) \$3.00/copy	<input type="checkbox"/> Mail
<input type="checkbox"/> Emergency Processing (3 hours pickup or next business day mail) \$3.00/copy plus emergency fee of \$5.00/copy	<input type="checkbox"/> Pick up at IVC (Must be picked up within 30 days)
_____ Number of copies (To same mailing address)	

For faxed or mailed-in requests paying by credit card (VISA, Master Card or Discover) please include the following information:
Account Number: _____ CVV Code: _____ Expiration Date: _____

OPTIONAL: PLEASE HOLD REQUEST UNTIL THE FOLLOWING IS POSTED (Transcripts will not be sent until posted)

<input type="checkbox"/> Current semester grades	<input type="checkbox"/> Degree is posted
<input type="checkbox"/> Grade change (check semester) _____ () Fall	<input type="checkbox"/> CSU GE Certification
Course: _____ Original Grade: _____ () Spring _____	<input type="checkbox"/> IGETC
<input type="checkbox"/> Course Repetition (check semester) _____ () Summer Year	
Course: _____ Original Grade: _____	

If your transcript is to be mailed, you must include the address you wish it to be sent to:

Check One:

<input type="checkbox"/> Self	Attention to: _____
<input type="checkbox"/> College/University	Institution: _____
<input type="checkbox"/> Business	Address: _____
<input type="checkbox"/> Other	City: _____ State: _____ Zip Code: _____

For Use by Office of Admissions and Records Only

Received by: _____	Holds: _____	College of Record: _____	Payment verified by: _____
Processed by: _____	Posted by/date: _____	Pick-up Time: _____	