



# West Valley College Transcript Order Form

Fax: (408) 741-4627  
A&R Office: (408) 741-2001

- Transcripts can be ordered by **Fax, Mail or in-person** at the WVC Admissions & Records Office. *Sorry, no phone orders.*
- Transcripts include all courses taken at West Valley & Mission Colleges.
- The order form must be **SIGNED** to process your request.
- Identification is required at the time of pick-up.
- If anyone other than the student will be picking up the transcript, written permission is required from the student (signed and dated).
- A rush order guarantees the transcript will be **processed and mailed** (during business hours) in the time requested. **NOTE:** *It does not guarantee the transcript will arrive in the time requested.*

### Complete ALL of the following areas:

Approximate year of attendance: \_\_\_\_\_

WVC College ID # or Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name: \_\_\_\_\_

Other names you have used: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Your Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Complete your request.

\_\_\_\_\_ **One Hour RUSH Order** - \$20.00 for the first transcript and \$5.00 for each additional  
Qty. **(available in-person only)**

\_\_\_\_\_ **24 Hour Rush Order** - \$15.00 for the first transcript and \$5.00 for each additional  
Qty.

\_\_\_\_\_ **Regular Order - (5-10 business days to process)** - \$6.00 per transcript  
Qty. **Note: Your first two are free - Regular Service ONLY**

\_\_\_\_\_ **Hold transcript** until current semester grades are posted  
YES

\_\_\_\_\_ OR \_\_\_\_\_ **Certifications - needed only if requested by the school to which you are transferring**  
GE IGETC **(1 Hour rush not available)**

Certifications are only processed with transcript requests.

**Note:** Additional \$4.00 fee per transcript for 24hr rush orders.

\_\_\_\_\_ OR \_\_\_\_\_ **Method of delivery**  
Mail Pick-up

**Payment Methods: Cash** (in-person only), **Check** (personal / cashier's) or **Credit Card** (VISA / Master Card)

**Mail Order:** Make check payable to – West Valley College or submit your credit card information below.

**Faxed order:** Visa or Master Card number, expiration date, and 3-digit CSC Code.

CC # \_\_\_\_\_

Expiration Date \_\_\_\_\_

CSC # \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

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**Submit an address for each transcript ordered.**

Send Transcript To: **(Must be legible for window envelope)**

_____
Name: _____
Address: _____
City, State, Zip: _____

Send Transcript To: **(Must be legible for window envelope)**

_____
Name: _____
Address: _____
City, State, Zip: _____