



Official Transcript Request

Student ID# _____

Transcripts can be sent electronically only if you submit the request online through *Credentials*. Personal transcripts are issued only to the student, or to the student's representative with a written release and the student's signature. Student must present photo ID for transcript pickup in person.

MiraCosta College
Admissions and Records
1 Barnard Drive/Station 10A
Oceanside, California 92056
Phone: (760) 795-6625 Fax: (760) 795-6626
email: admissions@miracosta.edu

Last Name First MI Other possible name used while at MCC

Address City State Zip

Phone _____ Email _____

Social Security# _____ Birthdate _____

Enrolled Now? ____ Yes ____ No Estimated dates attended MiraCosta _____

I, as a current or former student of MiraCosta College, by my signature authorize the Admissions and Records Office to process this request. I understand the first two transcripts are free; thereafter \$5.00 per copy is payable at the time of request with any and all financial obligations being satisfied prior to processing. Should I choose to provide payment by MasterCard/Visa/Discover credit card, I will take full responsibility for fees if card is declined.

Check Visa MasterCard Discover _____ Exp Date _____

Signature of Card Holder Date

Student Signature Authorizing Release of Official Sealed Transcript Date

Please choose one option below for obtaining Official Transcript:

____ **Pick up** (picture ID required) at either the:
____ Oceanside Campus ____ San Elijo Campus

____ **Mail to:**

Name/Institution Name

Address Apt#

City State Zip

Total number of copies requested: _____

Use separate form for each additional destination address

Fees:
Payable in advance to MiraCosta College
First 2 requests ever: No Charge
Thereafter: \$5.00 per copy

Online requests: \$7.00 (includes handling fee)

Mail, email or Fax Request to:
MiraCosta College
1 Barnard Drive
Attn: Transcript Desk/Station 10A
Oceanside, CA 92056
Fax: (760) 795-6626
email: admissions@miracosta.edu

Processing Time:
Normal: 3-5 business days
Allow additional time at the end of the semester

- Policies:**
- Transcripts are not processed if any financial obligations are owed to the college.
 - Transcripts include all work at MiraCosta and any current term work-in-progress.
 - Transcripts from other institutions are not included.

Send After (check all that apply): **or** **Send Now**

____ Current grades are posted _____
Sem/Yr

____ Grade change is posted _____
Course/Sem/Yr

____ Degree/Certificate is posted _____
Sem/Yr

Office Use Only: Amt Due _____/Initials _____ Paid _____/Initials _____

Request for Official Transcript Procedures:

- In order to request a transcript, we *MUST* have an authorization with the student's signature. All college credit taken at MiraCosta College will be reflected on the transcript (partial transcripts are not issued). Any work- in- progress will also be reflected on the transcript. Transcripts are released approximately four weeks after the end of the semester.
- Transcripts will be mailed, or may be picked up in person (*picture ID required*). Transcripts not picked up within 60 days will be destroyed.
- Transcripts are processed by the Admissions and Records staff at the Oceanside campus. Allow 3-5 days processing time. Allow additional time at the end of the semester.
- If you would like current semester grades on the transcript, your request should be submitted within the last 4 weeks of the semester. Allow at least 4 weeks for grade posting, and another 2 to 3 weeks for transcript processing.
- Special requests should be noted on the transcript request. Indicate the following: repeat courses or grade changes.