

# Transcript Request

## COLLEGE OF THE SISKIYOU

800 College Avenue, Weed, California 96094

530-938-5500 (Phone) 530-938-5367 (FAX) Email: registration@siskiyous.edu

**Please complete all sections. Incomplete requests will not be processed.**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden Name/Other Names \_\_\_\_\_

Student ID (if known) **S** \_\_\_\_\_ SS# (Optional) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

**PROCESS TIME:** Transcripts will be processed within 3 business days, but may take longer during peak times. Emergency Transcripts will be processed and mailed or available for pick up within 24 hours. Once we turn a transcript over to the postal service, we will not be responsible for the delivery time.

Number of copies: \_\_\_\_\_

If currently enrolled at COS:

- Send Now
- Send at End of the semester
- Send After Degree Posted

Please check if you attended College of the Siskiyous Prior to 1990

**Approximate Attendance Dates:** \_\_\_\_\_

### **Policy Regarding Issue of Transcripts:**

1. Your first two transcripts ever are free. Additional transcript fees are:
  - \$5.00 per official
  - \$20.00 per emergency transcript
2. All transcript fees **MUST BE PAID AT TIME OF REQUEST.**
3. Transcripts are **NOT** issued until **ALL** outstanding accounts with COS are paid.
4. We do not Fax or Email Transcripts.

**I authorize College of the Siskiyous to charge any past debts owed to the college and/or the cost of this request to me credit/debit card.**

**Method of Payment:**  Check (mail-in)  Cash  Credit Card:  VISA  MasterCard  Discover

Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_ C VV2 (3-digit code on back) \_\_\_\_\_

Name on Card: \_\_\_\_\_ **Authorizing Signature:** \_\_\_\_\_

**SEND TRANSCRIPT TO: (Print legibly – Student is responsible for providing correct mailing address)**

Name \_\_\_\_\_

Attn: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Admissions and Records Use Only: Clerk \_\_\_\_\_ Date Sent: \_\_\_\_\_