



# Transcript Request

(Two FREE lifetime requests)

Submit completed form by email to MJCEseforms@mjc.edu, fax or mail to Enrollment Services.

**Requests sent from a personal email MUST have a copy of the students ID attached or it will NOT be processed.**

**You are eligible for two FREE lifetime official transcripts as a MJC student.** If you have used your two FREE lifetime requests or would like to order transcripts by rush go online to [www.studentclearinghouse.org](http://www.studentclearinghouse.org). When submitting this form using a personal email, please sign in blue or black ink and attach a picture ID. Due to COVID-19 we are only able to go on campus to process once a week. Please expect a delay.

### Student Information:

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID/Last 4 SSN: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Names Used on Academic Records (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

MJC Email: \_\_\_\_\_

Number of Official MJC Transcript Copies Requested: \_\_\_\_\_

Check Only **ONE** Box for Type of Delivery:

- Mail to address listed above (SELF)
- Mail to alternative address listed below:

College Name or Business: \_\_\_\_\_

Attention To: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**\* For CSU GE/IGETC Certification Request, please complete the CSU GE/IGETC Form.**

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
- Received by MJC Student Email
- Received by personal email w/ID attached