



Transcripts can now be ordered online!
www.chabotcollege.edu/admissions/transcripts

Chabot College
 Office of Admissions and Records
 25555 Hesperian Boulevard
 Hayward, California 94545

OFFICIAL TRANSCRIPT REQUEST

Under provisions of the Family Educational Rights and Privacy Act of 1974, transcripts may not be released without the written consent of the student. The student's signature is required.

Date of Request: _____/_____/_____

Number of copies requested: _____

<p>Student ID or Social Security Number: _____</p> <p>Name: _____ <small>Last First Middle</small></p> <p>Street Address: _____</p> <p>City, State, ZIP: _____</p> <p>Telephone: _____</p> <p>Birthdate: _____/_____/_____</p> <p>Other name or alias: _____</p> <p>E-mail address: _____</p>	<p>Select <u>one</u> type of Service:</p> <p><input type="checkbox"/> STANDARD (\$5 per copy) • Processing Time: 10 business days</p> <p><input type="checkbox"/> RUSH (\$15 per copy) • Processing Time: 2 business days</p> <p>When should transcript be processed? (Please indicate semester.)</p> <p><input type="checkbox"/> Now (current semester, not awaiting grades)</p> <p><input type="checkbox"/> After final grades are recorded for _____ Semester</p> <p><input type="checkbox"/> After degree is recorded for _____ Semester</p> <p><input type="checkbox"/> After incompletes/grade changes are made for _____ Semester</p> <p>Special Instructions: _____</p>
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DATES OF ATTENDANCE AT CHABOT: From _____ (Term/Year) to _____ (Term/Year)

PLEASE CHECK ONE:

- I will pick up official transcript at the Office of Admissions & Records. (Photo ID required at time of pick up)
- Send transcript to the address below. (1 request form per address listed) – Please print complete name of recipient & address legibly.

Signature of student authorizing release of transcript: _____ Date: _____

TRANSCRIPT PROCEDURES

1. **STANDARD SERVICE:** First 2 copies are free. All subsequent copies are \$5.00 per copy. Standard Service requests 10 business days to process.
2. **RUSH SERVICE:** \$15 for each transcript and the Rush Service will take at least 2 business days to process. Rush requests may be faxed or mailed to the Office of Admissions and Records.
3. Transcripts will not be issued until all monetary holds or obligations (Library, Financial Aid, CLPCCD District Office, etc.) are cleared.
4. Chabot College will send record of work completed at Chabot College and/or Las Positas College only. Copies of transcripts from other institutions are NOT included. Transcripts from other institutions must be ordered from original school(s).
5. **Mail Service:** All transcripts are sent regular 1st class mail through the U.S. Postal Service. We do not provide Express/Overnight mailing service.
6. If sending transcripts to different recipients, please submit form for each transcript request.

<p>Please mail this form with a check or money order or submit in-person to: Chabot College ATTN: Transcript Request 25555 Hesperian Blvd. Hayward, CA 94545</p> <p>Additionally, transcripts can now be ordered online! www.chabotcollege.edu/admissions/transcripts</p>	<p>Complete this section <u>only</u> if submitting via fax (510) 723-7510.</p> <p>VISA or MASTERCARD # _____</p> <p>Expiration Date: _____</p> <p>I authorize Chabot College to charge my credit card for the following</p> <p>Amount: \$ _____ Signature <input checked="" type="checkbox"/> _____</p>
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FOR OFFICE USE ONLY

Amount Paid \$ _____ Received By: _____ Date Sent: _____/_____/_____

Student ID: W _____

Last Name

First Name