



OFFICIAL TRANSCRIPT ORDER FORM

Title 5 of the California Code of Regulations provides that students' first two transcripts requested are free of charge. Additional transcripts (3rd transcript and subsequent transcripts) are \$6.00 per copy. **Note: One transcript will include all courses taken at all Peralta Community College District locations. Before ordering a transcript, ensure that your grades and degrees are posted in Student Campus Solutions.**

Records Office only.

Requests will not be issued/processed if any of the following criteria are not met:

- ❖ Signed and dated request form.
- ❖ All Peralta debts must be paid and all holds must be cleared before requests can be processed.
- ❖ All mailed transcript requests must have payment included (checks or money orders only).
Do NOT mail cash or credit card information.
- ❖ Mail requests-Mail order form and payment to:

Peralta Community College District
Admissions and Records Office
333 East 8th St.
Oakland, CA 94606

Service	Fee	Delivery Time
1. Regular Delivery	\$6.00 per copy	Mailed within 2-5 business days
2. Record Prior to 1970	\$6.00 per copy	Allow up to 15 business days (there is no pick up or same day service for record prior to 1970)

Student Information

Please print clearly. Did you attend prior to Fall 1970? YES NO Select a College: _____

Name: _____ Student ID: _____
Last First M.I. or last 4 digits of SSN

Other names used at Peralta: _____

Address: _____
No. & Street City State Zip Code

Email Address: _____ Phone: _____

Date of Birth: _____ Dates of Attendance: _____
From To

Send Transcripts To:

REQUEST #1 Number of copies: _____ Processing Type: Regular

MAIL TO: _____

Address: _____
No. & Street City State Zip Code

REQUEST #2 Number of copies: _____ Processing Type: Regular

MAIL TO: _____

Address: _____
No. & Street City State Zip Code

✕ _____
Student Signature *Date*

Admissions & Records/Cashier's Office Use Only

Amount Due: \$ _____ A&R Initials: _____ Date: _____

Amount Paid: \$ _____ Cashiers Initials: _____ Date: _____