*Admissions & Records Office*
11711 Sand Canyon Road
Yucaipa, CA. 92399-1799
P: (909) 389-3372 F: (909) 389-9141
Web: www.craftonhills.edu

Crafton Hills College

# Transcript Request

***Request Transcripts Online at: www.craftonhills.edu/transcripts***

All Sections Must Be Completed

***Transcript includes ONLY courses taken at C.H.C.***

## *STUDENT INFORMATION*

_____ _____
Last Name First Name Middle ID or Social Security Number

(_____) _____-_____ (_____) _____-_____
Home Telephone Mobile Telephone

_____ _____/_____/_____
Other Names or I.D.s used at Crafton Hills College Date of Birth

## *REQUEST INFORMATION*

How many transcripts would you like mailed? _____ Mail To: _____

_____

Was your first term at Crafton Hills College prior to 1981? _____

☐ Yes ☐ No _____

If yes, please list approximate first YEAR of Attendance: _____

The Family Educational Rights and Privacy Act of 1974 prohibits any person other than the student whose records are being requested to make the request or access student records. **Please allow 5-10 *business days* for processing of mailed transcripts.** Transcript requests for students with records prior to 1981 may take additional processing time. Your first two (2) mailed transcripts are free. Each additional request will be processed for $10.00 per transcript. You may mail this request to the address at the top of this form. Faxed requests will not be honored. ***All transcripts & Certifications are mailed via United States Postal Service. Crafton Hills College is not responsible for lost, stolen, damaged or delayed mail.***

## *IGETC & CSU CERTIFICATION*

*Complete this section ONLY if Transcript Certification is required*

IGETC/CSU: ❑ IGETC/UC: ❑ CSU: ❑ SCHOOL NAME: _____

If yes, specify term to hold grades for: ❑ Spring ❑ Summer ❑ Fall _____
Year

Advanced Placement credit:

_____ _____
subject exam subject exam

_____ _____
subject exam subject exam

*Attention IGETC students: If you are transferring to a UC campus, where did you complete your foreign language requirement?

High School: _____ College: _____

IGETC and CSU certification is applicable for transfer to the UC and CSU systems primarily. Be sure to specify the system and campus to which you have applied (one campus per application). All requirements for the IGETC pattern must be completed with a grade of "C" or better. If you are uncertain about having met all IGETC or CSU requirements, please see a CHC counselor before you apply. An official CHC transcript will be sent to the campus indicated with your certification. Certification requests may take 7-10 business days to complete, in addition to normal transcript processing time. If you are using transfer work from other colleges and/or universities, you should have already received a transfer credit evaluation. If you have not received a transfer credit evaluation, your certification may be delayed. IGETC certification must be sent directly from the community college to the UC or CSU campus(es) to be considered official. Certification requests must accompany an official transcript request.

**Signature:** _____ **Date:** _____/_____/_____

**For Office Use Only**

FREE ☐1st & 2nd Request

$10.00 ☐Cost after first two requests

Rev. 03/12A&R

Total Amount Paid $_____
☐Check / M.O. ☐Cash ☐Credit Card

Check / M.O. # _____

Transcript Mailed On: _____

**Received By**: _____

**Date Stamp Below**

Term:

First Name:

Last Name:

I.D. #: