



TRANSCRIPT REQUEST

Riverside Community College
Transcript Office / Admissions
4800 Magnolia Avenue
Riverside, CA 92506
951-222-8603

STUDENT INFORMATION

CURRENT NAME _____ SSN/STUDENT ID _____
Last First Middle

OTHER NAMES USED AT RCC _____ BIRTHDATE _____

CONTACT PHONE NUMBER or EMAIL ADDRESS _____

Check here if you may have attended prior to 1974.

DELIVERY INFORMATION- Mark one of the following delivery options. A separate request is required for each option.

- Mail
* MAILED REQUESTS MUST INCLUDE COPY OF VALID PHOTO ID
- Pick-up (destroyed after 3 months if not picked up)
- Riverside Moreno Valley Norco

Complete if **Mail** was marked (Transcripts will be mailed *exactly* as written below):

Name (person or institution) _____

Attention (person or department) _____

Address _____

City _____ State _____ Zip _____

ORDER INFORMATION

Number of Copies:

_____ Regular Service (7-10 business days; 3-4 weeks at the end of a term)

_____ Rush Service (next business day) – only available at Riverside campus

Online Service is also available (3-4 business days) – visit WebAdvisor at www.rcc.edu

Charge per Copy:

Transcript Fee \$3 (waived for first two transcripts ever requested)

Rush Fee \$5(per copy) + Transcript Fee(s)

* MAILED TRANSCRIPTS (**REGULAR & RUSH**) ARE SENT VIA REGULAR FIRST CLASS MAIL.

SPECIAL INSTRUCTIONS (If there are no special instructions, we will process your Transcript as your records stand today):

Hold this request until (processing will be delayed; NO RUSH SERVICE):

Grades are posted for: Summer Fall Winter Spring

Degree or certificate is posted (must list specific degree or certificate): _____

Grade change is posted: Term _____ Course _____ Original Grade _____

Include:

General Education Certification (will delay processing up to 3 *additional* days)

CSU Certification IGETC Certification

Student Activity Information – lists special recognitions obtained at RCC

- Transcripts may not be requested or released over the counter without **valid Photo I.D.** If requested by a third party, there must be **written authorization** from the student with a copy of the **student's I.D.**, and the third party must have a **valid Photo I.D.**
- Transcripts will not be released until all financial obligations to the college have been paid.
- Transcripts sent from Riverside Community College to another college are considered to be official. Personal or hand-carried sealed copies are also official, but may not be accepted by all institutions.
- The transcript includes all work completed at RCC and any work-in-progress for the current semester. Only courses taken at RCC will appear on the transcript. Copies of transcripts from other colleges must be requested from those institutions.
- It is the student's responsibility to check on the completion of grade changes, name changes, etc. before filing a transcript request. (Note: You can check grades via WebAdvisor at www.rcc.edu.)

STUDENT SIGNATURE _____ DATE _____

OFFICE USE: Amount Paid \$ _____ Receipt # _____ Received by _____ Date _____