MSJC MT. SAN JACINTO COLLEGE

Transcript Request

San Jacinto Campus
1499 N. State Street
San Jacinto, CA 92583
Phone: (951) 487-3215
Fax: (951) 654-6738

Menifee Valley Campus
28237 La Piedra Rd.
Menifee, CA 92584
Phone: (951) 639-5215
Fax: (951) 672-6548

Temecula Education Complex
27447 Enterprise Circle West
Temecula, CA 92590
Phone:(951) 506-6752
Fax: (951) 693-5309

San Gorgonio Pass Campus
3144 W. Westward Ave.
Banning, CA 92220
Phone:(951) 922-1327
Fax: (951) 922-1408

Name: _____ _____
Last First MI Other Name Used

Address: _____ _____
Street City State/Zip Date of Birth

SEND TRANSCRIPT(S) TO: (Print full name and address clearly)

Name: _____
Dept: _____
Street: _____
City/State/Zip: _____

Student ID# _____
Dates of Attendance _____
Phone # _____
Number of Copies _____

☐ I give permission to update my address and phone number as listed above on my college record.

For expanded delivery options and services, order your Transcripts Online!

Go to www.msjc.edu/transcripts for more information on Electronic Delivery and FedEx options.
The first two transcripts and/or enrollment verifications are free of charge upon ***written request only***.
Requests submitted online will have all charges applied.

*All outstanding financial obligations must be cleared before transcript(s) can be processed.
****Only Mt. San Jacinto College transcript(s) will be issued. Copies of other schools' transcript are not included.

☐ Mail
► up to 10 business days to process

☐ Rush Mail
►1-2 business days to process

☐ Pick-Up
►up to 7 business days to process

☐ Rush Pick-Up
►1-2 business days to process

Transcript Fee: $5.00 per transcript (Applies to all requests types)

Instant Service Fee: $8.00 per transcript (Additional charge applied to Rush Mail or Rush Pick-up ONLY)

☐ I request a transcript(s) (*will not include grades for current term.)*

☐ Hold transcript request until final grades are posted. Term/Year_____

☐ Hold my transcript until degree or certificate is posted. Term/Year_____

☐ I request GENERAL EDUCATION certification: ☐ **CSU** OR ☐ **IGETC** Transferring to_____

☐ Have you attended any other college(s)? (Transcript must be on file.)

☐ Have you taken a foreign language in high school? (Transcript must be on file.)

**Note: If you owe fees and would like to pay with a credit card, please include credit card information below.
We accept MasterCard, Visa, and Discover. We will also accept checks or money orders payable to MSJC.**

_____ _____ _____ _____
Credit Card Type ***Credit Card Number*** ***Card Expiration Date*** ***Card Security Code (CSC)***

Signature: _____ Date:_____

Student signature required for all requests. If not signed, request will be returned.

Office Use Only

Received by _____ No Charge (☐) Amount Paid (☐) _____

Date Sent: _____ Check (☐) Cash (☐) Charge (☐) Owes (☐)_____