Academic Transcript Request

Barstow Community College
2700 Barstow Road
Barstow, CA 92311
Phone (760) 252-2411
Fax (760) 252-6754

- Please print clearly.
- Transcripts require ten (10) working days to process.
  - If you attended BCC prior to 1993 allow fifteen (15) working days to process.
- Transcripts will not be processed for students with unpaid debts or other outstanding obligations to the College.
- Submit a separate request for each addressee.

Last Name	First Name	Middle	SSN

Indicate any other name(s) used while in attendance	Date of Birth

Student's Current Street Address or Post Office Box

City	State	Zip Code	Telephone

☐ Currently Enrolled ☐ Not Currently Enrolled ? Dates of Attendance: _____ to _____

Transcript Type ☐ Official ☐ Unofficial
Number of Copies: _____
Transcript Fee: First 2 ever requested are free;
$4.00 each thereafter

☐ VISA ☐ MC Exp. Date _____ / ____

Account # _____

Name on Credit Card _____

Signature _____

Mail transcript(s) to:

☐ Mail to my address above ☐ Hold for pick up ☐ Pick up at Ft. Irwin

Special Instructions

☐ Send Immediately
☐ Send transcript after current grades are posted ☐ Fall _____ ☐ Spring _____ ☐ Summer _____
☐ Send transcript after my degree or certificate is posted
☐ Send transcript after DD 295 posting
☐ Send transcript after grade change is made in _____ Course _____ Semester

Barstow College is performing an exit survey in accordance with the Student Right-to-Know Act.
This information will be kept confidential.

Which of the following best describes the reason for this transcript request? (Check one)
☐ Transferring to another college or university. Name of college/university? _____
☐ Service/Armed Forces requirement ☐ Employment requirement (other than service/armed forces)
☐ Other _____

I hereby authorize the release of my Barstow Community College transcript(s) as indicated above.

_____ _____
Student Signature Date

For Office Use Only
Date Received _____ Assigned to _____
Amount Paid _____ Receipt # _____ Date Sent _____