



Academic Transcript Request

Complete entire form, neatly. See bottom of form for fees and processing times.
 Mail completed Transcript Request with check or money order (**Faxed requests will NOT be processed**) to:
 Barstow Community College *Attn: Admission & Records* 2700 Barstow Road* Barstow, CA 92311

Last Name	First Name	MI	B Number	# of Official Transcripts Requested
Indicate any other name(s) used while in attendance				Date of Birth
<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Not Currently Enrolled → Dates of Attendance: _____ to _____ <small>If attendance was prior to 1993, please allow 15 working days for processing time.</small>				
Transcript(s) should be: <input type="checkbox"/> Held for pick up by the student at <input type="checkbox"/> Barstow Campus or at <input type="checkbox"/> Ft. Irwin Campus <input type="checkbox"/> Held for pick up by _____ (photo identification will be required) <input type="checkbox"/> Mailed to my personal address listed below: <input type="checkbox"/> Mailed to alternate address listed below:				
Personal Address				
Mailing Address			City	
State	Zip Code	Telephone	Email	
Alternate Address				
Issued to		Attention	Street Line 1	
Street Line 2		City	State	Zip
IGETC & CSU GE BREADTH CERTIFICATION (Complete this section ONLY if certification is required) <input type="checkbox"/> IGETC <input type="checkbox"/> CSU GE Breadth <input type="checkbox"/> Send certification after current grades are posted <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____ *Attention IGETC students: If you are transferring to a UC Campus, where did you complete your foreign language requirements? <input type="checkbox"/> High School Name _____ <input type="checkbox"/> College Name _____				
Special Instructions <input type="checkbox"/> Send transcript/certification after current grades are posted <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____ <input type="checkbox"/> Send transcript after my degree or certificate is posted <input type="checkbox"/> Send transcript after DD 295/MOS Evaluation posting <input type="checkbox"/> Send transcript after grade change is made in course _____ Semester _____				
The family Educational Rights & Privacy Act of 1974 prohibits any person other than student whose records are being requested to make the request or access student records.				
Student Signature _____			Date _____	
For Office Use Only				
Date Cash Payment Processed _____ Amount Paid \$ _____				
<input type="checkbox"/> You have previously requested two official copies of your academic transcripts. Additional copies are \$7 each, payable in advance <input type="checkbox"/> Our records indicate you owe fees to Barstow Community College. Fees must be paid before a transcript will be Issued.				
Enroll Fees: \$		Library Fines: \$		Other: \$
EOPS: \$		Financial Aid: \$		
<input type="checkbox"/> We are unable to locate your records. Please resubmit with additional information.				

First and Second (regular processing by mail or in person only) – Free; 10 working days, longer during peak registration periods.
 Online – \$6.50/copy; 2 working days
 Regular (by mail or in person only) – \$7/copy; 10 working days, longer during peak registration periods.
 Rush – Same Day (in person at Admissions and Records, Barstow Campus only) \$14/copy, \$2 each additional copy ordered at the same time
 Rush – Next Day (in person at Admissions and Records, Barstow Campus only) \$10/copy, \$2 each additional copy ordered at the same time