



PLEASE PRINT CLEARLY

# EMERGENCY TRANSCRIPT REQUEST

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Last Name (When Attended or Other Names Used) \_\_\_\_\_ 88 - \_\_\_\_\_  
 Street Address \_\_\_\_\_ Student Identification Number \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ / / \_\_\_\_\_ Date of Birth \_\_\_\_\_ EMAIL \_\_\_\_\_  
 Dates Attended LACC: From: \_\_\_\_\_ To: \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Semester/Year Semester/Year Telephone - Day Telephone - Evening FAX

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Under provisions of the Family Educational Rights and Privacy Act of 1974, transcripts may not be released without the written Consent of the student. The student's signature is required.

### EMERGENCY TRANSCRIPT SERVICE PLEASE CHECK ONLY ONE BOX

<input type="checkbox"/> <b>Mail</b> Transcript will be mailed to the address below	<input type="checkbox"/> <b>Pick up</b> Transcript will be stamped: <i>"This copy Delivered to student in sealed Envelope"</i> and addressed <i>"Issued To Student."</i> No changes or additional transcripts will be processed free of charge, if not accepted by Institution.
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### PLEASE NOTE, CHECKING ANY OF THE FOLLOWING MAY DELAY PROCESSING

- Hold for final grades: \_\_\_\_\_
- Hold until degree is recorded: \_\_\_\_\_ Semester/Year
- Hold for Incomplete/Grade Change/Auto Repeat in:  
Course: \_\_\_\_\_ Grade: \_\_\_\_\_ Sem/Yr: \_\_\_\_\_  
*Instructor Approval Required*
- Hold for Academic Renewal in: \_\_\_\_\_ Semester/Year

Number of copies requested: \_\_\_\_\_

**Each Rush Transcript Service requested is \$10.00**  
Transcript(s) will be processed within two (2) business days

CSU/IGETC Certification is **not available** with Rush Service requests.

Requested transcript(s) will only be held for 30 days

**IMPORTANT NOTE: Only coursework completed at LACC will be included in the transcript requested. For ITV and military coursework, go to <http://www.lamission.edu/itv/> or call Mission College at (818) 833-3594.**

Please **print** all information below. Student is responsible for correct address. Separate form is required for each address.

**MAIL TRANSCRIPTS TO:**

\_\_\_\_\_

Attention \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- Transcript request will not be processed until all outstanding financial obligations to the college have been met.
- Any past due fee(s) owed or other student record hold will cause a delay in the processing of your request or a return of request.
- Amount Paid (Check Enclosed) \$ \_\_\_\_\_  
Make check/money order payable to:  
**Los Angeles City College**
- To pay with credit card, call the Business Office (323) 953-4000 ext 2182. Receipt # \_\_\_\_\_
- Mail this transcript request to:  
Los Angeles City College/Transcript Unit  
855 N. Vermont Ave.  
Los Angeles CA 90029
- Fax request to: (323) 953-4021
- Email transcript request to [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)

### OFFICE USE ONLY

Dear Student: Your request is being returned for a fee payment of \$ _____. Please return your check or money order along with this <i>ENTIRE</i> form to the address below:  TRANSCRIPT UNIT LOS ANGELES CITY COLLEGE 855 N. VERMONT AVE. LOS ANGELES, CA 90029	Transcripts Processed: Date: _____ No. of Transcripts: _____ Name: _____	Transcripts Picked Up: Date: _____ Student Signature: _____
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# COMPLETE ONLY IF YOU ARE REQUESTING CERTIFICATION

## Certification of General Education to the California State Universities and Colleges

Under agreement with the California State University system, *Los Angeles City College* can certify up to 39 units toward the general education requirements for the Baccalaureate degree at any one of the campuses of the State University system. Under this certification process, the receiving college will accept the units certified toward completion of the general education requirements as the institution prescribes them.

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### Intersegmental General Education Transfer Curriculum

*Los Angeles City College* will certify IGETC only once, when you have completed the **last** class (or classes), and 12 units in residence at *Los Angeles City College*. Courses used for IGETC certification must be passed with a minimum grade of "C" (C minus is not acceptable). A "Credit" or "Pass" is acceptable only if it is equivalent to a grade of "C" or higher according to the transcript or catalog of the community college where the course was taken.

Requirements met through the Advanced Placement Examination must have a minimum score of 3. In Area 1 Group A, *Los Angeles City College* requires a score of 3 or higher. Advanced Placement **can not be** used for Area 1 Group B (Critical Thinking English Composition). An official copy of the test results must be on file in the Admissions Office.

I am requesting certification for: (please check one)

- 39 unit general education (CSU)
- Intersegmental General Education Transfer Curriculum (IGETC) (UC:CSU)

Do you have transcripts on file from other Universities or Colleges?       YES       NO

Have you attended any other college within the LA Community College District?       YES       NO

NAME: \_\_\_\_\_

SEND TO: (UC:CSU CAMPUS): \_\_\_\_\_

LAST SEMESTER ATTENDED: \_\_\_\_\_

NOTE: Student **MUST** provide transcripts from all Colleges/Universities attended. Courses from other California Community Colleges may be used toward certification for IGETC and the 39 unit G.E. under "pass along" policy. Official transcripts must be mailed to the Los Angeles City College Admissions Office by the college or university. **Hand delivered transcripts will not be accepted.**

Los Angeles City College  
Admissions Office  
855 N. Vermont Ave.  
Los Angeles CA 90029

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**Requirements are periodically revised. Before submitting a petition, students planning to transfer should consult with a counselor concerning the general education requirements.**