



LOS ANGELES CITY COLLEGE PLEASE PRINT CLEARLY

OFFICIAL TRANSCRIPT REQUEST

Last Name _____ First Name _____ M.I. _____ Last 4 Digits of 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.

<p>REGULAR SERVICE</p> <p><input type="checkbox"/> Mail Service Only Number of copies requested _____</p> <p>First two (2) transcripts ever requested are free. Each additional transcript request is \$3.00.</p> <p>Transcripts will be processed within 10 business days and delivered via U.S. mail.</p>	<p>RUSH TRANSCRIPT SERVICE</p> <p><input type="checkbox"/> Mail <input type="checkbox"/> Pick up Number of copies requested _____</p> <p>Each Rush Transcript Service requested is \$10.00. Transcript(s) will be processed within two (2) business days.</p> <p>CSU/IGETC Certification is not available with Rush Service requests. Requested transcript(s) will only be held for 30 days.</p>	<p>ANY OF THE FOLLOWING MAY DELAY PROCESSING</p> <p><input type="checkbox"/> CSU Certification (Complete both sides)</p> <p><input type="checkbox"/> IGETC Certification (Complete both sides)</p> <p><input type="checkbox"/> Hold for final grades: _____ Semester/Year</p> <p><input type="checkbox"/> Hold until degree is recorded: _____ Semester/Year</p> <p><input type="checkbox"/> Hold for Incomplete/Grade Change/Auto Repeat in: Course: _____ Grade: _____ Sem/Yr: _____ <i>Instructor Approval Required</i></p> <p><input type="checkbox"/> Hold for Academic Renewal in: _____ Semester/Year</p>
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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.

<p>Please print all information below. Student is responsible for correct address. Separate form is required for each address.</p> <p>MAIL TRANSCRIPTS TO:</p> <p>_____ _____ Attention _____ _____ Street Address _____ _____ City _____ State _____ Zip _____</p>	<p>Number of transcripts being requested to this address <input type="checkbox"/></p> <ul style="list-style-type: none"> 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: LA City College To pay with credit card, call the Business Office (323) 953-4000 ext 2182. Receipt # _____ Mail request to: LACC, Transcript Unit, 855 N. Vermont Ave., LA CA 90029 Fax request to: (323) 953-4021
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OFFICE USE ONLY

<p>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:</p> <p>TRANSCRIPT UNIT LOS ANGELES CITY COLLEGE 855 N. VERMONT AVE. LOS ANGELES, CA 90029</p>	<p><input type="checkbox"/> IGETC Certification Completed <input type="checkbox"/> CSU Certification Completed <input type="checkbox"/> Partial Certification <input type="checkbox"/> Non Certified</p> <p>Evaluator: _____ Date: _____ Received: _____</p>	<p>Transcripts Processed by: Date: _____ No. of Transcripts: _____ Name: _____</p> <hr/> <p>Transcripts Picked Up by: Signature: _____ Date: _____</p>
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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

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