

Transcript Request

Personal transcripts are issued only to the student, or to the student's representative with a written release and the student's signature. When picking transcripts up in person, students must present a valid photo ID.

Palomar College

Admissions and Records Office
1140 West Mission Road
San Marcos, CA 92069-1487
Tel (760) 744-1150, x 2169
www.palomar.edu/admissions

Student Information (please print):

| | | |
|--|--|----|
| Palomar ID # (if known) | Social Security # | |
| Last Name | First Name | MI |
| Birth Date | Maiden/Previous Name(s) | |
| Phone # | Email address | |
| Address - Number/Street/Apt. # | | |
| City/State/Zip Code | | |
| Dates attended Palomar: _____ | | |
| # Transcripts Requested: _____ (Official) | (Unofficial transcripts are available online through eServices) | |
| Student Signature | Date | |

Fees:

Payable in advance to Palomar College
First 2 requests ever: Free
3rd request and up: \$5.00 each
Rush service: Additional \$5.00 each
Online Request: \$13.00 each (includes rush fee)

Processing Time:

Normal: 7 - 10 business days
Rush: 2 business days
Holds: Depends on grade/degree processing

Policies:

- > Transcripts are not processed if any financial obligations are owed to the college.
- > Transcripts include all work at Palomar and any current term work-in-progress.
- > Transcripts from other institutions are not included.

Hold Requests:

Final grades for term _____
Grade change for term _____
Course: _____
CSU GE/IGETC certification
Term requested: _____
Degree/certificate posting
Term requested: _____

Send transcript to:

A window envelope is used, so please complete one form for each address. Make sure the address fits within the boxed area. The student must provide a complete address.

| | |
|----------------------|-------|
| Institution/ Name | _____ |
| ATTN/Office: | _____ |
| Address: | _____ |
| City/State/Zip: | _____ |

FOR OFFICE USE ONLY

___ ID Check Fees paid: _____
Received by: _____
Date completed: _____

Transcript Processing Requested:

Normal (7 - 10 business days):

Rush (2 business days): (Additional fee of \$5.00 per transcript)

Online Requests:

Please link to the transcript website below and follow the instructions for Option 1: Over the Internet through *TranscriptsPlus*®

www.palomar.edu/admissions/transcript.htm

If paying transcript fees by credit card, please provide the following information:

VISA or MasterCard only:

Card Number: _____ Expiration date: _____

Signature of card holder: _____