TRANSCRIPT REQUEST

☐ Official ☐ Unofficial

Instructions: Complete boxes 1: Student Information and 2: Mailing Information boxes below. Please print or type. Submit the completed form to the Records Department. You may submit the form in person, or via mail, or email. If mailed, include payment in the form of a check. If emailed, contact the Student Finance to make payment over the phone. You may also pay on the Student Portal.

Transcripts will be ready for pick up or mailing within 3 – 5 days. Transcripts will not be released to students who have not met their financial obligations to the College, or who have failed to return library materials, or to graduates who have not yet provided all graduate documents.

Mailing Address:	Mt. Sierra College Attn: Transcript Request 800 Royal Oaks Drive, Suite 101 Monrovia, CA 91016	Fee: Records Office: Student Finance:	**$5.00** per Official transcript (626) 873-2150 (626) 873-2111
Email:	records@mtsierra.edu		

1) Student Information (Please print clearly) **Date Requested:**

Name	SID or SSN:
Address	Last Date Attended (year only):
	Order Quantity:
City State Zip Code	Signature:
Phone Email	

Indicate delivery/pick up here: ☐ **MAIL** ☐ **HOLD FOR PICKUP** ☐ **EMAIL** (For Unofficial Only)

If you select "Hold for Pickup", the transcript will be prepared and held in the Registrar's Office pending pickup. Transcripts cannot be released to a third party without your written, signed consent.

2) Mailing Address, if different (Please print clearly-THIS IS A MAILING LABEL):

Name
Address
City State Zip Code

Mt. Sierra College has released this transcript in compliance with the Family Educational Rights and Privacy Act of 1974. Information contained in these records may not be released to a third party without written consent of the student. Transcript official only when signed, dated and college seal affixed.

Office Use Only:

Date Received: _____ Received By: _____ Amount Paid: _____

Clear for release: ☐ Yes ☐ No By: _____ Date: _____

Prepared by: _____ Date Prepared: _____

Date Mailed: _____