



**YAKIMA
VALLEY
COLLEGE**

Attn: Transcripts
PO Box 22520
Yakima WA 98907-2520
Fax: 509.574.6879
Registration@yvcc.edu

ACADEMIC TRANSCRIPT REQUEST

Name _____
Last First Middle

Previous Name (if applicable) Date

Current Address _____

City State Zip

Phone _____ E-mail Address _____

Student ID # or Social Security # _____ / _____ / _____ Date of Birth _____ / _____ / _____

*Disclosure of Social Security Number (SSN) is voluntary. It is used for identification purposes only. If you object to the disclosure of your SSN, an alternate identification number can be provided upon request.

Attended: Before 1975 After 1975 Both

Type of transcript:

- Official; number of copies needed _____
(Free up to 9 copies. If you order 10 or more, they are \$1.00 each)
- Unofficial (limit one)

Student Signature _____

Please do not type or print your name. Federal law requires that transcript requests have the student's signature. The request will not be processed without your handwritten signature

Mail to: (If transcripts are to be sent to more than one address, please use additional forms)

Institution _____

Attn: _____

Address _____

City State Zip

If your transcript is not to be processed immediately, please check the appropriate box

- Hold for current quarter's grades (allow one week after finals): Quarter _____
- Hold for _____ degree/certificate to be posted (allow 2-4 weeks after quarter ends)
- Hold for a grade change in: Course _____ Quarter _____

- **Please allow 72 hours to process.**
- **Transcripts will not be issued for a student with any outstanding debts to YVC.**
- **Transcripts from other institutions cannot be copied. They must be obtained from the original College or University.**

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.