ACADEMIC TRANSCRIPT REQUEST

Name ____________________________________________

Last First Middle

Previous Name (if applicable) _______________________________

Date ______________________________

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

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.

10/13/16