

CERRO COSO COMMUNITY COLLEGE Transcript Request

3000 College Heights Blvd.
Ridgecrest, CA 93555
Fax (760) 384-6377

Date _____
Taken By _____
Amount Received _____

Eastern Sierra Center – Bishop (760) 872-1565/Mammoth (760) 934-2875
Indian Wells Valley – Ridgecrest (760) 384-6357
Kern River Valley – Lake Isabella (760) 379-5501
Online – (888) 537-6932
South Kern Campus – Edwards AFB (661) 258-8644

The first two (2) transcripts requested are free. After the first two have been processed, each transcript requested will cost: \$4.00 *A minimum of ten working days is required to process requests.*
Rush processing is available for an additional \$8.00. *(This process guarantees the transcript will be processed within 1 working day).*

All transcripts are mailed regular US postal service or available for student pick-up upon request.

PLEASE COMPLETE ALL FIELDS - PRINT PLAINLY

Name _____
Last First Middle Maiden

Address _____

City _____ State _____ Zip _____

Student ID # _____ Phone (____) _____
Use SSN if you don't have a Student ID#

Student's Signature: _____

Birthdate _____ Previous name(s) _____

Semester First Enrolled _____ Semester Last Enrolled _____

Number of Copies Requested _____ X \$4.00 = \$ _____
Add Rush Fee (if applicable) \$8.00 + \$ _____
Total Charge = \$ _____

___ Mail now – **RUSH PROCESSING PAYMENTS ONLY**. Include method of payment

Cash ___ Check ___

___ Mail at the end of the semester: Fall Spring Summer

___ Mail to: Name _____
Address _____

City _____ State _____ Zip _____

Transcript will not be processed without proper payment or signature. Student is responsible for maintenance of receipt. If transcript is not received as per request, return receipt and we will honor at no charge.