

Santa Barbara City College
Admissions & Records

Official Transcript Request

SBCC ID K _____

Date _____ Birth date _____

Name _____
Last First MI

Previous Name _____
Last First MI

Address _____

_____ Apt. _____

City _____ State: _____

Zip: _____ Phone # _____

Email: _____

Are you currently enrolled at SBCC? Yes No

First Attended SBCC _____
Semester Year

Last Attended SBCC _____
Semester Year

Number of official copies?

Check Option Below:

- Regular Process:
- First two ever official transcripts are free.
 - \$3 per copy fee after first two transcripts.
 - Allow 5-7 working days for handling.

- Rush Order:
- First two ever official transcripts are free.
 - \$3 per copy fee after first two transcripts
 - Allow 1-2 working days for handling.
 - \$5 processing fee per request

- Hand Carry (In person only)
- First two ever official transcripts are free.
 - \$3 per copy fee after first two transcripts
 - Processed immediately.
 - \$5 processing fee per request .

Submit form by mail (include picture ID) or at Student Services (SS-110) Admissions & Records Window 5.
DO NOT FAX

Please send my Transcript:

- Now
- With Fall Grades**
- With Fall Grades and Degree posted
- With Spring Grades**
- With Spring Grades and Degree posted
- With Summer Grades**
- With Summer Grades and Degree posted
- After Incompletes /or Grade changes are

made in _____

Course / Semester

SEND TRANSCRIPT TO: (student is responsible for correct address)

Name of Institution or Person

Number Street Apt

City State Zip Code

For CSU General Education or IGETC Certification contact the Transfer Center.

Requests being held for current semester grades will be mailed approximately **three** weeks after the end of the semester.

X _____

Student's Signature

Picture ID Required

Please Note:

- Student records are confidential. Transcripts will only be issued at the written request of the student.
- Submit one request for each mailing address.
- Transcripts will not be issued until all outstanding debts with the College are settled.
- All transcripts are mailed using first class postage.

For Office Use Only

Amt Due

Date Cleared

Transcript Sent