



[Empty rectangular box]

[Large empty rectangular box for student information]

---

—

**Hold transcript** until current semester grades are posted  
YES

OR  **Certifications - needed only if requested by the school to which you are transferring**

Certification fee is \$7.98 per transcript. Additional fee of \$1.60 per transcript for 24hr rush orders. (Transcript fee is \$11.60 per transcript for 24hr rush orders.)

OR  **Method of delivery**  
Mail Pick-up

**Payment Methods: Cash** (in-person only), **Check** (personal / cashier's) or **Credit Card** (VISA / Master Card)

**Mail Order:** Make check payable to – West Valley College or submit your credit card information below.

**Faxed order:** Visa or Master Card number, expiration date, and 3-digit CSC Code.

CC # \_\_\_\_\_

Expiration Date \_\_\_\_\_

CSC # \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

---

**Submit an address for each transcript ordered.**

Send Transcript To: **(Must be legible for window envelope)**

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
City, State, Zip:

Send Transcript To: **(Must be legible for window envelope)**

\_\_\_\_\_