

Web Site: <https://www.craftonhills.edu/admissions-and-records/requesting-official-transcripts-from-chc.php>

# Requesting Official Transcripts from CHC

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## Transcript Request Processing Policies:

- Transcripts requests will not be processed during weekends, holidays, or days the campus is closed.
- Transcript requests to be mailed are processed and mailed within 5-10 business days after the date the request is received.
- Transcript requests for students with records prior to 1981 may require additional processing time.
- Unless indicated otherwise, all transcripts are mailed via United States Postal Services (U.S.P.S.). Crafton Hills College is not responsible for lost, stolen, damaged or delayed mail.
- A processing fee will be assessed per online transcript request.

## Requesting Official Transcripts from C.H.C.

### To Request Transcripts Online:

Crafton Hills College has appointed Credentials Inc. as the designated agent for processing and sending official electronic transcripts on behalf of Crafton Hills College. The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Credentials Inc. has been granted the authority to deliver all such electronic transcript requests on behalf of Crafton Hills College and respond to any inquiries regarding the transactions. Students will be given an option to select the PDF transcript or the standard printed transcript during the ordering process.



[Request Official Transcripts from CHC - Online](#)

[Check Order Status](#)

### To Request Transcripts In Person:

1. Complete the [Transcript Request Form \(pdf\)](#).  
*NOTE: Transcripts to be mailed to multiple addresses must be requested on separate request forms.*

2. Bring completed request along with payment (if applicable) to the Admissions & Records Office.

### **To Request Transcripts by Mail:**

1. Complete the [Transcript Request Form \(pdf\)](#).  
*NOTE: Transcripts to be mailed to multiple addresses must be requested on separate request forms.*
2. Mail Transcript Request along with payment (check or money order, if applicable) to the address listed below.

Crafton Hills College  
Admissions & Records Dept.  
11711 Sand Canyon Rd.  
Yucaipa, CA. 92399-1799

### **Transcript Request Fee Schedule:**

Transcript Fees (effective November 28th, 2011)

<b>First two mailed transcripts</b> (Requested in-person or by mail)	Free
<b>Online transcript requests</b> (FedEx delivery options available for an additional cost)	\$5.00 / transcript + online processing fee
<b>Subsequent requests for mailed transcripts</b> (Requested in-person or by mail)	\$10.00 / transcript
<b>Immediate requests (same-day)</b> (Requested in-person only)	\$20.00 / transcript

Send transcript inquiries to [admissions@craftonhills.edu](mailto:admissions@craftonhills.edu).