



Admissions & Records Office  
 11711 Sand Canyon Road  
 Yucaipa, CA. 92399-1799  
 P: (909) 389-3372  
 Web: www.craftonhills.edu

# Crafton Hills College Transcript Request

## All Sections Must Be Completed

Name: \_\_\_\_\_  
 (Last) (First) (MI) (CHC Student I.D. or Social Security #)

Other Names Used: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Request Transcripts Online at: [www.craftonhills.edu/transcripts](http://www.craftonhills.edu/transcripts)**

Mailed requests must be accompanied by a copy of your state issued ID.

**ALL OUTSTANDING FEES/HOLDS MUST BE RESOLVED BEFORE THIS REQUEST IS PROCESSED.**

Transcript includes **ONLY** courses taken at C.H.C.

REQUEST INFORMATION	IGETC & CSU CERTIFICATION
How many transcripts would you like mailed? _____	Complete this section <b>ONLY</b> if Transcript Certification is required
Mail To: _____ _____ _____	IGETC/CSU: <input type="checkbox"/> IGETC/UC: <input type="checkbox"/> CSU: <input type="checkbox"/>
First YEAR of Attendance: _____	SCHOOL NAME: _____
Last YEAR of Attendance: _____	Advanced Placement credit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Common Application? <input type="checkbox"/> Yes <input type="checkbox"/> No	IGETC FOR UC TRANSFER STUDENTS
	*Where did you complete your foreign language requirement?
	High School: _____
	College: _____

**Reason for ordering:** (Please check only one)

<input type="checkbox"/> For myself	<input type="checkbox"/> For me to send/deliver to someone else
<input type="checkbox"/> For transfer admissions	<input type="checkbox"/> For transfer of course somewhere else
<input type="checkbox"/> For a reverse transfer degree program	<input type="checkbox"/> For undergraduate admissions
<input type="checkbox"/> For graduate admissions	<input type="checkbox"/> For employment
<input type="checkbox"/> For board certification	<input type="checkbox"/> For some other reason

\_\_\_\_\_  
 (Student Signature) (Date)

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits any person other than the student whose records are being requested to make the request or access student records. Please allow 5 business days for processing of mailed transcripts. Transcript requests for students with records prior to 1981 may take additional processing time. You may mail this request to the address at the top of this form. Faxed requests will not be honored. *Transcripts will be sent electronically when possible, ALL OTHER transcripts & certifications will be mailed via United States Postal Service. Crafton Hills College is not responsible for lost, stolen, damaged or delayed mail.* IGETC and CSU certification is applicable for transfer to the UC and CSU systems primarily. Be sure to specify the system and campus to which you have applied (one campus per application). All requirements for the IGETC pattern must be completed with a grade of "C" or better. If you are uncertain about having met all IGETC or CSU requirements, please see a CHC counselor before you apply. An official CHC transcript will be sent to the campus indicated with your certification. Certification requests may take an additional 10 business days to complete. If you are using transfer work from other colleges and/or universities, you should request a Transfer Credit Evaluation from the Admissions & Records Office prior to this request. If you have not received a transfer credit evaluation, your certification may be delayed. IGETC certification must be sent directly from the community college to the UC or CSU campus(es) to be considered official. Certification requests must accompany an official transcript request.

<b>OFFICE</b>	FREE <input type="checkbox"/> 1 <sup>st</sup> & 2 <sup>nd</sup> Request	Total Amount Paid \$ _____	<b>Received By:</b> _____ <b>Date:</b> _____
	\$10.00 <input type="checkbox"/> Cost after first two requests	Transcript Mailed On: _____	
	Rev 05/17 A&R		