



# Transcript Request Form

East Los Angeles College  
Office of Admissions & Records  
1301 Avenida Cesar Chavez  
Monterey Park, CA 91754  
(323) 265-8801

### OFFICE USE ONLY

S060/S061: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

No Charge

CSU

IGETC

Name: \_\_\_\_\_  
Last First MI

Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street

Date of Birth: \_\_\_\_\_

City State Zip

Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_

#### Regular Transcript (Mail Only):

Mail

Electronic – CSULA only

Regular Transcript \$3.00 per copy. If you have never requested transcripts or verifications the first 2 copies are free. Transcripts will be processed and mailed within 10 working days from the date of receipt. Additional time is required for HOLD requests.

#### Emergency Transcript:

Pick-up (On the spot)

Mail

Electronic – CSULA Only

Emergency Transcript \$10 per copy. If you have never requested transcripts or verifications the first 2 copies are \$7. Emergency service is not available on records prior to 1974, HOLD requests and CSU/IGETC Certification.

#### HOLD REQUESTS

Available only for Regular Requests

Final Grades  Winter  Spring  Fall

Summer Session 1 or 2

Grade Change

Semester: \_\_\_\_\_ Sec#: \_\_\_\_\_

Course : \_\_\_\_\_

Old Grade: \_\_\_\_\_ New Grade: \_\_\_\_\_

Info. Change: \_\_\_\_\_

Other: \_\_\_\_\_

Please Print Institution Address.

Number of Copies

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

Att: \_\_\_\_\_

City State Zip

Please Print Institution Address.

Number of Copies

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

Att: \_\_\_\_\_

City State Zip

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Released To: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

#### IGETCC Certification Completed

Certified: \_\_\_\_\_ Non-Certified: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

#### CSU Certification Completed

Full: \_\_\_\_\_ Partial: \_\_\_\_\_ None: \_\_\_\_\_

Areas Met: A B C D E

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

#### Transcript Processed

Date: \_\_\_\_\_

No. of Transcripts: \_\_\_\_\_

A&R Assistant: \_\_\_\_\_