Transcript Office
3041 West Avenue K
Lancaster, California 93536-5426
(661) 722-6300, ext. 6130
www.avc.edu

Amt Paid $: _____

ANTELOPE VALLEY COLLEGE
OFFICIAL TRANSCRIPT REQUEST
AVC Transcript Only

For Office Use Only

Date Completed

1. The first two official transcripts are **FREE**. All future requests have a per copy fee.
2. Please complete **ALL** information on the transcript request form.
3. Submit one request for each mailing address. **STUDENT IS RESPONSIBLE FOR THE CORRECT ADDRESS**.
   (Allow 7-10 working days for processing)
4. Requests being held for current semester grades will be mailed within approximately one month after the end of the semester.
5. Student records are confidential. Transcripts will be issued only at the written request of the student.
6. A current picture ID is required for pick up.
7. Transcripts will not be issued until all outstanding debts with the college are settled.

MI

Social Security Number   Current Last Name   First Name   MI   Previous Names
(or Student ID Number)

(_____)

Number of copies requested   Date of Birth   Current Phone Number

First Name

Are you currently enrolled at   Current Street Address
AVC?

Approximate dates of attendance   City, State, Zip Code
(example: 2001-2004)

Student's Signature _____ Today's Date _____

☐ Send record now   ☐ Send after current semester grades are recorded

☐ Wait until degree is posted   ☐ To be picked up
(6-8 weeks after the end of the term)

CERTIFICATION

☐ CSU Certification (California State University System)   ☐ IGETC Certification (University of California System)

A certification is a separate form that is sent with your transcript directly to the university within the CSU/UC systems. The certification identifies completed courses taken for G.E. requirements. This enables the student to transfer without having to take unnecessary lower division G.E. courses. Please mark the appropriate box only if the G.E. requirements have been completed and the transcript is being sent directly to the university. Please list any other school transcript to be used for the certification: _____

Last Name

Name and Address of where transcript(s) are to be sent: The **STUDENT** is responsible for the correct address.

Keep address within the box and on the lines provided. For accurate processing, please print clearly.