



# Hartnell College

Admissions and Records  
411 Central Avenue  
Salinas, CA 93901  
Office (831) 755-6711  
FAX (831) 759-6014

## TRANSCRIPT REQUEST

**PLEASE PRINT**

Check this box if you would like to change your address

Check here if you attended Hartnell before 1983 HARTNELL ID# \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

ALL PREVIOUS NAMES: \_\_\_\_\_

NAME \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

TELEPHONE \_\_\_\_\_ Years of attendance from 19\_\_ to \_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**OFFICE USE ONLY**  1<sup>st</sup>  2<sup>nd</sup>  Rush

**Fees Due: \$** \_\_\_\_\_ **Cashier Initials/Date:** \_\_\_\_\_ **Receipt#** \_\_\_\_\_

**Rcvd by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Transcripts mailed on** \_\_\_\_\_ **By** \_\_\_\_\_

**Delinquency:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

**MAIL Transcripts To:** Please send \_\_\_\_\_ copies

(A window envelope is used. Make sure the address fits within the boxed area, one Address to a form. The student is responsible for the complete mailing address.)

School or Name:	_____
Attn:	_____
Street:	_____
City:	_____

White: Addressee      Yellow: Admissions and Records      Pink: Student receipt at time of request

### Transcript Policies:

1. Allow up to 15 working days to process. We cannot guarantee them sooner than that. Rush transcripts are only available during the 2<sup>nd</sup> through 18<sup>th</sup> week of each semester. NO rush service is available from the last day of the semester through the 1<sup>st</sup> week of the next term. Request held for final grades will be processed approximately two-three weeks after the semester ends.
2. Allow 4-6 weeks for G.E. Certification.
3. The transcript includes all work completed at Hartnell and any work-in-progress for the current semester.
4. **No transcript will be furnished until all financial obligations to the College are satisfied. This request is being accepted at this time because your student account shows clear. If a HOLD should appear at the time that we process your request, this form will be returned back to you unprocessed.**
5. The first two transcripts ever issued are free. After that, transcripts cost \$4.00 each. Rush service cost an additional \$10.00 each.
6. **All fees are payable in advance to Hartnell.**

- Send Transcript Now
- Send CSU GE Certification/Transcript Now
- Send IGET C Certification/Transcript Now

### Hold Transcript for:

- Final grades for: \_\_\_\_\_ Semester/Year
- Grade change in: \_\_\_\_\_ Course# \_\_\_\_\_ Semester/Year
- CSU GE Certification posting \_\_\_\_\_ Semester/Year
- IGETC Certification posting \_\_\_\_\_  
List all other colleges attended:  
(For GE Certification Request Only)  
Semester/Year
- Degree/Certificate posting \_\_\_\_\_ Semester/Year

SEE A COUSELOR TO DETERMINE WHICH CERTIFICAION WILL BEST MEET YOUR NEEDS FOR TRANSFER TO A CALIFORNIA STATE UNIVERSITY (CSU) OR UNIVERSITY OF CALIFORNIA (UC) CAMPUS. ADVISING FORMS FOR CSU G.E. BREADTH AND IGETC ARE AVAILABLE IN THE COUNSELING OFFICE.

**REQUIRED:**

1. List all other colleges attended (official transcripts must be on file in the Admissions and Records Office.)
2. High school transcripts (official transcripts must be on file in the Admissions and Records Office) for IGETC Certification.

**NOTE:** The IGETC Certification will be prepared and mailed only if the required curriculum is complete. Review the IGETC Advising Form with your counselor. The IGETC Certification must be prepared by the last college attended prior to transfer.