

PLEASE FOLLOW THE INSTRUCTION BELOW

The transcript of a student's PVC academic record is released only upon receipt of a signed request by the student authorizing the release. Application may be made in person at the Registrar's Office. Telephone requests cannot be honored. Students can order transcripts for regular or rush service. For regular service, a fee of \$5 is charged for each official transcript. Application should be made one week in advance of the time the transcript is needed. Through rush service the transcript is available the next working day after receipt of the application; rush service requires a fee of \$5 per transcript plus a \$10 service fee. Payment is due in advance for all transcript service. A check or money order payable to Palo Verde College should be submitted with the application for transcript. All outstanding debts to the University (with the exception of long-term financial aid loans not yet due and payable) must be paid in full before a transcript will be released.



Palo Verde Community College
One College Drive Blythe, CA 92225
Registrar's Office Fax Number (760) 921-3608

Transcript Request

Your Name, Address, & Phone Number: (Print Last Name first)

Soc. Sec. No. _____ Sem/Yr. Last Attended _____

Maiden Name (if any) _____ Birth date _____

Send Transcript(s) to: (Please Print)

Student Signature _____ Date _____

IMPORTANT INFORMATION

1. **First two copies are free. Subsequent copies are \$5.00 Same Day Processing \$10.00 Extra**
2. **Allow five work days for processing**
3. **Transcripts are not released until all financial obligations are cleared.**

Send _____ Copy(ies)
and send them: (circle one)

Now

After final grades are posted

Include courses in progress

OFFICE USE ONLY

COPY COST PAID _____

OFFICIAL _____

UNOFFICIAL _____