



Visalia Campus, A&R Room 107
 915 S. Mooney Blvd. Visalia, CA 93277
 PH: (559) 730-3775 FAX: (559) 737-4836

Tulare College Center, Building A
 4999 E. Bardsley Ave. Tulare, CA 93274
 PH: (559) 688-3010 FAX: (559) 687-6294

Hanford Educational Center, The Hub
 925 13th Ave. Hanford, CA 93230
 PH: (559) 583-2500 FAX: (559) 584-1853

Office Use Only

Amount Paid:

\$ _____

Order#: _____

Official Transcript Request

To avoid any delay with processing, completely fill in all information that applies.

Current Last Name:	SSN or Banner #:
First Name:	Day Phone:
Middle:	Address:
Other Name(s) Used:	City/State/Zip:
Dates of Attendance: _____ to _____	Email: _____
Date of Birth: _____	

(Student: Check Only those that Apply for instructions to Clerk!)

- Process my request now
- Hold my request Until Latest Semester's Grades are Finalized
- Certify General Education for CSU System
- Certify IGETC for UC Systems/CSU System
- Mail Email as PDF
- Hold for Pick up, Visalia**
- Hold for Pick up, Tulare**
- Hold for Pick up, Hanford**

Card Type:

Credit Card #:

Card Address:

City/ST/Zip:

Exp. Date:

(00/00)

Verification #:

(last 3 digits of serial # on
backside of card (if applicable))

Mail to: _____ Number of Copies Required: _____

Mail to: _____ Number of Copies Required: _____

Mail to: _____ Number of Copies Required: _____

Email Address for Official PDF: _____

Name of other individual Authorized to pick up my transcript:

(Picture ID Required)

Student Signature: _____
Your handwritten signature is required for processing. Do not type.

Date: _____

IMPORTANT NOTE:

- No transcript will be furnished until all financial obligations to the college are satisfied and transcript fees are paid
- Only C.O.S. Transcripts will be sent
- Allow 5 working days for processing (longer delays will occur at end of semester)
- First two lifetime transcripts are free of charge; thereafter, a fee of \$6.00 for each transcript will apply
- Submit request to the nearest location listed above, or email Records: admissions@cos.edu, or for questions call (559) 730-3775