

#### \*\* Point of Reference:

All students are allowed two free official transcripts in their academic career. Additional transcripts are charged a fee per copy.

# OFFICIAL TRANSCRIPT ORDER FORM DIAGRAM

# STEP 2:

The **student** obtains the form online from the Peralta Admissions & Records website. See link below

STEP 1:

The **student**completes their
portion of the form,
includes the
information and
address of the
transcript recipient,
and signs the request

#### STEP 2A: Face-to-Face

If the student submits the Transcript order form to the College Admissions & Records Office, the staff process the request upon verification that payment is not required. If payment is required, the student must pay the transcript fee at the Bursar/Cashier's Office prior to processing

### STEP 2B: If mailed to the College

The **Admissions & Records** processes the request and forwards the payment to the College Bursar/Cashier's Office

## STEP 2C:

#### If mailed to the District

The **student** submits the signed Transcript order form along with payment to the <u>District Admissions</u>
& Records Office

The Official Transcript Order form is available on the Peralta Admissions & Records website

- A. Link is to the actual hard copy form <a href="https://web.peralta.edu/admissions/files/2017/10/Official-Transcript-Order-Form-1-19-2017-Fill-Version.pdf">https://web.peralta.edu/admissions/files/2017/10/Official-Transcript-Order-Form-1-19-2017-Fill-Version.pdf</a>
- B. Link is to the online transcript ordering service https://web.peralta.edu/admissions/official-transcript-request/

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