



DEL MAR COLLEGE

Transcript Request

ELECTRONIC TRANSCRIPTS: If you would like to request that your transcript be sent electronically, please submit a request using the following link: www.delmar.edu/transcripts. **Electronic transcripts are typically processed in one day. IF YOU SUBMIT YOUR REQUEST ELECTRONICALLY, YOU DO NOT NEED TO COMPLETE THIS FORM**

Name: Last _____ First _____ Middle _____

Other name under which you may have been enrolled: _____

Student ID/SSN: _____ Date of Birth: _____ Phone: _____

Years of Attendance (ex. 1989 to 2021): _____ Email Address: _____

Current Address:

Street: _____ City: _____ State: _____ Zip: _____

Number of official transcripts requested: _____

Send email (above) notification when transcript is ready to pick-up (Note: Photo ID required for pick-up.)
Transcripts not picked up by the close of business the day after you are emailed, will be mailed to the address on the form.

Please check box if someone OTHER than yourself will be picking up your transcript.

I give permission to the individual named below to pick up my transcript:

Name: _____ **Date of Birth:** _____

(Note: This individual will be required to present a state issued ID prior to receiving your transcript.)

Mail to address listed above

Mail to name/institution listed and address listed:

1) Name/Institution: _____

Street: _____ City: _____ State: _____ Zip: _____

2) Name/Institution: _____

Street: _____ City: _____ State: _____ Zip: _____

Signature: _____ **Date:** _____

These requests take 3 to 5 business days to be processed or 7-10 business days during peak times.