

**CASA LOMA COLLEGE
OFFICIAL TRANSCRIPT REQUEST FORM**

Student Information:

Current Full Name

Former Full Name *(while attending Casa Loma College)*

Social Security Number

Date of Birth

Daytime Phone Number

Email Address

Program Attended

Date/s of Attendance

Diploma/Degree Awarded and Date (month/year)

Campus Attended:

Anaheim Hawthorne Van Nuys Sonoma College Western Institute of Health

Other _____

Service Options and Fees:

Regular Service: **Official #** _____ **Non-Official #** _____

\$5.00 fee per Transcript – *Official or Unofficial. Processed within five to seven (5 – 7) business days of receipt and then mailed first class USPS.*

In-Office Pick Up: **Official #** _____ **Non-Official #** _____

\$5.00 fee per Transcript – *Official or Unofficial. Processed within five to seven (5 – 7) business days of receipt for pick-up at front desk.*

Expedited Service: **Official #** _____ **Non-Official #** _____

\$5.00 fee per Transcript - Official or Unofficial + **\$15 expedited charge**

Processed within three (3) business day of receipt, and then mailed first class USPS.

Address for Transcript Delivery:

(use separate form if you wish to send transcripts to more than two locations)

Name of College/Organization

Name of Contact Person

Address

City

State

Zip Code

Name of College/Organization

Name of Contact Person

Address

City

State

Zip Code

**CASA LOMA COLLEGE
OFFICIAL TRANSCRIPT REQUEST FORM**

Special Instruction:

- Hold for Degree / Graduation Entry Hold For Current Semester/Level Grades
 Other: _____

Payment Method:

- Cash or Money Order: Payable to Casa Loma College (*no checks accepted*)
 Credit Card (*all major credit cards accepted*)

Submission Information:

Transcript requests forms may be submitted in any of the following ways:

- In person at Casa Loma College, Van Nuys or Anaheim Campuses
- By mail to the Office of Student Accounts at either:
 - Casa Loma College, Van Nuys Campus 6725 Kester Ave., Van Nuys, CA 91405 OR
 - Casa Loma College, Anaheim Campus 421 N. Brookhurst St., #100, Anaheim, CA 92801
- By Fax to 818-785-2191

Signature and Date:

Signature (*required for release of records*)

Date

Please read the following:

1. Transcript request are received Monday through Friday, 8:00 AM to 5:00 PM
2. Transcripts requested after 3:00 PM will not begin processing until the following business day
3. Your account must be cleared of all holds before your request can be processed
4. Fees for transcripts are the same for official or unofficial transcripts
5. Once your transcript request has been processed there are no cancelations or refunds
6. Failure to complete any of the above fields may delay or prevent your request from being processed, or failure to include payment with your request.
7. Only coursework completed at Casa Loma College will appear on your transcripts
8. Casa Loma College cannot provide copies of transcripts from other high schools, colleges attended

INTERNAL OFFICE USE ONLY:

Received By

Date Received

Payment Received

Date Mailed

Registrar Signature

