



California Institute of Integral Studies

TRANSCRIPT REQUEST FORM

Use this form to request either an official or unofficial copy of your CIIS transcript. An official transcript will be printed on transcript paper, embossed, signed, and delivered in a sealed envelope. Submit this completed form to:

CIIS Registrar's Office, 1453 Mission St., San Francisco, CA 94103 OR fax it to 415-575-1267

Please note the following restrictions:

- CIIS issues transcripts in their entirety only; we will not process requests asking to exclude a degree program or academic level.
- We do not refund fees for canceled requests.
- We do not release official transcripts for students with outstanding tuition balances, uncompleted financial aid exit interviews, unreturned library materials, unmet practicum site obligations or, for spring '09 graduates onward, those who have not completed the graduation survey. If we find a requirement exists, the applicable office will contact you. If you do not resolve the matter with them within 30 days, we will return your request, along with any checks or money orders you've submitted.

Your transcript will show:

- The course numbers, titles, and grades of courses completed at CIIS.
 - Totals of credit awarded in transfer from all post-secondary institutions.
 - Totals of credit awarded for tests such as CLEP, DANTES, etc.
 - All academic program(s) for which you've registered and any degree(s) or certificate(s) earned.
 - Term grade-point averages (GPA).*
 - Academic level (undergraduate, masters, doctoral) GPA. * This GPA begins calculating anew after a degree has been awarded.
- *Only CIIS courses are included in the grade-point average calculation.*

Name: _____ CIIS ID Number: _____
last name first name middle initial

Name While Attending CIIS (if different): _____

E-mail Address: _____ Daytime Phone: _____

Mailing Address: _____
street

city state zip country

Attended From: Fall Spring Summer Year: _____ To: Fall Spring Summer Year: _____

Academic Program(s): _____ Degree Conferred? Yes No

This Request is to Be Fulfilled: *(check one)*

- Now When my grades have been recorded for: _____ / _____ When my degree has been conferred
semester year conferral may be more than six weeks after term

Is the Transcript Being Used to Apply for Licensure to the California Board of Behavioral Sciences? Yes No

	Number of Transcripts to be Picked Up in Registrar's Office	Number of Transcripts to Be Delivered to Address Above	Number of Transcripts to Be Delivered to Address(es) on Reverse	TOTAL CHARGE
REGULAR SERVICE - \$7.00 per Transcript \$3.50 per Transcript for Ten or More <i>request processed within 14 business days</i>				\$
RUSH SERVICE - \$12 per Transcript <small>NOT AVAILABLE WEEK BEFORE AND AFTER SEMESTER STARTS</small> <i>request processed within two business days and transcripts sent via regular mail</i>				\$
UNOFFICIAL TRANSCRIPT - Free <i>request processed within 14 business days</i>				/
TOTAL NUMBER				\$

Payment Method:

- Cash Check or Money Order (made out to "CIIS")
 Visa MasterCard Card Number: _____ Exp. Date _____

Signature: _____ Date: _____

REGISTRAR'S OFFICE USE ONLY:			BUSINESS OFFICE USE ONLY:	
DATE FORM	HOLD(S)? <input type="checkbox"/> No <input type="checkbox"/> Yes	DATE REQUEST	DATE	
RECEIVED: _____	DATE HOLD CLEARED: _____	PROCESSED: _____	PAID: _____	REG: 9/18/09

Transcript Recipients Addresses:

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