

TRANSCRIPT REQUEST FORM

PLEASE PRINT CLEARLY

STUDENT'S NAME: _____

PREVIOUS NAMES USED: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: (____) _____

CIIS ID NUMBER OR SSN: _____

DATES OF ATTENDANCE: FROM: ____/____/____ TO: ____/____/____

DEGREE EARNED (IF APPLICABLE): _____

Please send # ____ official and/or # ____ unofficial copy(ies) of my transcript to the following:

Send To: _____

Address: _____

City, State, Zip: _____

Attention: _____

Is this transcript for a Program Transfer or an Admissions Application for a CIIS program? _____
(the transcript will be delivered to the CIIS Admissions Office within 5 working days at no cost)

Is this transcript for licensure with the BBS, Board of Behavioral Sciences? _____
(the transcript will be sent to you via your program coordinator after he/she writes your certification letter)

Is this transcript for an application to the Board of Psychology? _____
Are you applying for a Psychology Assistant position? _____
Are you applying for licensure as a Registered Psychologist? _____

Deadline for receipt of Transcript(s): _____

Check each item that applies:

_____ Hold transcript for recording of last semester's grades before mailing.

_____ Hold for conferral of degree.

Please allow **7-14 working days** upon receipt for processing, **except during registration and add/drop periods (allow an extra week).**

FEES: \$7.00 per copy
\$12.00 per copy for 48 hour rush. (Not available during registration or peak times)

PAYMENT METHOD:

PLEASE CIRCLE: VISA MASTERCARD CASH CHECK
ACCOUNT NO. _____ EXP. ____/____

Student's signature: _____ **Date:** ____/____/____

A NOTE ABOUT TRANSCRIPTS

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Instructions on Back

TRANSCRIPT REQUEST FORM

Transcripts are designated as either **Official** or **Unofficial** copies. To be considered official, transcripts should be sent directly from the Registrar's Office to the school or institution requiring them. Official copies bear the signature of the Registrar and the Institute's seal. If the student needs to have an official transcript sent to his/her address it will be sent in a sealed envelope which **cannot be opened by the student**. These standard procedures are required to ensure that the transcript is not altered after leaving the Registrar's Office.

Unofficial copies do not have the Registrar's signature or the Institute's seal. Some schools or agencies will accept unofficial copies for their use pending receipt of an official transcript; some don't require official copies at all. There is not charge for unofficial transcripts. **TRANSCRIPTS CANNOT BE FAXED!**

HOW TO REQUEST COPIES OF YOUR TRANSCRIPT OFFICIAL OR UNOFFICIAL

Complete a Transcript Request Form, available outside of the Registrar's Office. If you do not plan to be on campus, you may also submit a request by letter. Please include the following information:

1. Your complete name (including former names)
2. Current address and phone number(s)
3. Social Security Number or CIIS I.D. Number
4. Status at CIIS (alumna/alumnus, current student, or previous student)
5. Dates of attendance
6. The number of Official and/or Unofficial copies needed
7. Complete address of school, agency, or other destination where the transcript is to be sent (with a contact name if available)
8. Check for appropriate amount made payable to CIIS.

TRANSCRIPT FEES:

- \$7.00 per copy for 10-12 day processing (cash or check only)
- \$12.00 per copy for 48 hour rush order

Please be advised transcript orders are not available during peak registration/add drop dates.

MAIL REQUEST TO: REGISTRAR, CIIS
1453 MISSION STREET
SAN FRANCISCO, CA 94103
ATTN: TRANSCRIPTS

FAX REQUEST TO: (415) 575-1267