



Diploma/Transcript Request Form

Please mail/fax/email or drop form off in person to any Advanced College location. Please email to kito@advancedcollege.edu.

Student Information:

First Name: _____ Last Name: _____

Other names used while in program: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____ Phone #: _____

Programs Information:

Program(s) Attended: _____ Dates of Attendance: _____

Campus(es) Attended:

- South Gate (Main Campus) – 13180 Paramount Boulevard, South Gate, CA. 90280
- Stockton (Branch Campus) – 8338 N. West Lane, Stockton, CA. 95210
- Salida (Branch Campus) – 5258 Pirrone Ct., Salida, CA. 95368

Transcript Type (Number of Copies):

Official: _____ Each official transcript is \$10.00 per copy (up to 2 weeks), \$20.00 if rushed (3-5 days). Please note: If College seal is broken from the envelope, the transcript is no longer considered official.

Unofficial: _____ Unofficial transcripts are free.

Diploma (Number of Copies):

_____ Each duplicate diploma is \$40.00 per copy. (No rush services for diplomas).

Payment Method

- Credit Card (contact school directly)
- Check/Money ((Make check/money order payable to Advanced College)

Order Information:

- Picked up by another individual
 - Designated individual _____
- Send electronically (unofficial)
 - E-mail to send _____
- Fax (unofficial)
 - Fax number: _____
- Mail via USPS (address below)

Student Signature: _____ Date of Request: _____

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| <p>FOR COLLEGE OFFICIAL USE ONLY (DESIGNATED SCHOOL OFFICIAL (DSO) MUST ENSURE THE FOLLOWING IS COMPLETED:</p> <p>(1) PAYMENT RECEIVED _____</p> <p>(2) REQUEST PROCESSED BY _____</p> <p>(3) DATE REQUEST PROCESSED _____</p> |
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