



# 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](mailto: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: \_\_\_\_\_

FOR COLLEGE OFFICIAL USE ONLY (DESIGNATED SCHOOL OFFICIAL (DSO) MUST ENSURE THE FOLLOWING IS COMPLETED:

- (1) PAYMENT RECEIVED \_\_\_\_\_
- (2) REQUEST PROCESSED BY \_\_\_\_\_
- (3) DATE REQUEST PROCESSED \_\_\_\_\_