



## How to Request an Official Transcript

You are eligible to receive two free copies of your official transcript, after that each request costs \$5.00. This fee will need to be paid before your transcripts will be sent.

### 1. [www.cloviscollege.edu](http://www.cloviscollege.edu)



### 2. Select "Admissions & Aid" scroll down to the bottom of the page and you will see an option to "Request Transcripts" – Click on this option

Call: 559-325-5200  
Email: [cccaandr@scccd.edu](mailto:cccaandr@scccd.edu)  
Fax: 559-499-6064

#### OFFICE HOURS:

Monday - Thursday 8:00 a.m. - 6:00 p.m.  
Friday 8:00 a.m. - 5:00 p.m.

- [Become a Student](#)
- [Complete Orientation](#)
- [Register for Classes](#)
- [Request Transcripts](#)



REGISTRATION

High School Enrichment

▶ Financial Aid

▶ Records


Residency Requirements

▶ Business Office

Orientation

### 3. Click on "Transcript Request Form"

#### HOW TO REQUEST A TRANSCRIPT ONLINE

1. Fill out Transcript Request Form.  Information will delay processing.
2. Make payment if needed
  - Pay online using credit card (Visa, MasterCard, or Discover).
  - Pay in person at the Admissions and Records Office using cash, check or money order, or credit card (Visa, MasterCard, or Discover)
  - If you do not know if you have used your free copies, please call our office at 559-325-5200 to confirm as we cannot begin to process your transcripts until fees are paid.

### 4. You will be redirected to the "Transcript Request" form. Please complete the form as requested – Selecting "Clovis Community College" as the college you are requesting your transcript from


#### Transcript Request

Your request will NOT be processed until payment for the transcript is received. This is a State Center Community College District Transcript which includes Fresno City College, Reedley College, Clovis Community College, Madera Center, and Oakhurst Center grade data. If you have attended any of the District's colleges or centers only this one request is necessary. Please verify the information you have input before submitting as missing information will delay the processing of your request!

Effective Immediately, CSU Fresno will only accept electronic transcripts from Fresno City College, Reedley College and associated Centers. If you are intending to send this request to Fresno State Admissions and Records, you will need to select the Delivery Method of US Mail and type

In the following information in the SEND TO fields:  
NAME: CSU FRESNO  
ADDRESS: Admissions and Records

\* Indicates Required Field

- \* Select Location
- Fresno City College
  - Reedley College  
(Madera, Oakhurst)
  - Clovis Community College 

\* FirstName :

MiddleName :

\* LastName :

OtherLastName :

\* StudentCollegeId or SSN :

\* Date of Birth :

\* Email :

\* Phone eg. xxx-xxx-xxxx:



This is your College ID Number  
NOT your High School ID Number

\* Delivery Method :

**NOTE Delivery Method:**

1. U.S. Mail : You are responsible for the correct name and mailing address
2. Counter Pickup: Requires your name in the "\*\*Name" box and your phone number in the "\*\*Street Address" box

\* ProcessBy :

Type Of Certification :

\* Quantity Requested :

NOTE Process By:

- You can select your transcripts to be sent by US Mail or you can select to Pick Them Up from our Admissions and Records office. Please note that most institutions want your transcripts mailed to them directly from the college you've attended.
5. Make sure to select the box that you are attesting to the information you've provided and don't forget to click "Submit".

\*  I certify that my information that I have provided is correct to the best of my knowledge.  
If my request is accepted, I agree to abide by the policies, rules and regulations at State Center Community College District (SCCCD), home of Fresno City College, Reedley College, Clovis Community College, and associated Centers. I further understand that the information submitted herein will be relied upon by the Officials of SCCC in determining my request and that the submission of false information is a violation of Federal and California State Law.

Your request will NOT be processed until payment for the transcript is received. The cost per transcript is \$5.00. If payment is made by check you must include your SSN on the check. Receipt for payment will be expected within 5 working days at the College Business Office. Payment can be made on line using your credit card (see on line fee payments after submitting this request), or be made in person or mailed in care of:

[Submit](#) [Cancel](#)