

California Institute for Human Science  
Graduate School and Research Center

701 Garden View Court  
Encinitas, CA 92024  
Ph: (760)634-1771 Fax: (760) 634-1772

**OFFICIAL TRANSCRIPT REQUEST**

Birthdate: \_\_\_\_\_ Number of Copies: \_\_\_\_\_  
Currently Enrolled: \_\_\_\_\_  
Name: \_\_\_\_\_ Last Attendance: \_\_\_\_\_  
Address: \_\_\_\_\_ Send Immediately: \_\_\_\_\_  
Ph#:/Fax#: \_\_\_\_\_ Send within 5 days: \_\_\_\_\_  
Email: \_\_\_\_\_ Hold for Degree: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*

**Please print plainly the name and Complete Address to which the transcript is to be sent:  
Use Separate Form for another Address:**

\_\_\_\_\_  
Name:  
\_\_\_\_\_  
Address:  
\_\_\_\_\_  
City: State: Zip:

Form of Payment: Cash: ----- Check: -----  
Pl.charge my Visa/MC.# ----- Exp Date: -----  
Signature as it appears on card: -----

FOR OFFICE USE:	COMMENTS:
Date Issued:	Payment Rcvd:
Issued By:	
Date Mailed:	

1. Official Transcript is \$7.00 each. Please allow 5 working days. Rush Request is \$30. The fee is payable in advance to California Institute for Human Science , 701 Garden View Court, Encinitas, CA 92024.
2. A Copy of the Request Will Be Sent to The Student When the Transcript has been Mailed.