



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.
 738 North Market Boulevard, Sacramento, California 95834
 REGISTRAR on behalf of
D-Q UNIVERSITY



TRANSCRIPT REQUEST FORM

Name: _____ SID#: _____
Last First MI

Address: _____ Former Name(s): _____

City: _____ State: _____ Zip: _____ Email: _____

Home Phone: _____ Work Phone: _____ Birthday: _____
Month Day Year

LAST SEMESTER/YEAR LAST ATTENDED DQU: _____ DATE OF GRADUATION: _____

HAVE YOU TAKEN DQU CONTINUING EDUCATION COURSES? YES NO IF YES, SEMESTER/YEAR? _____

Student's Signature (Required): _____ Date: _____

Mail Request or Walk In To: CIMC/DQU Transcripts, 738 North Market Street, Sacramento, CA 95834

IMPORTANT!! (Please read before completing the request form.)

REQUESTS WILL NOT BE PROCESSED AND WILL BE RETURNED IF:

1. There is a hold place on your DQU record
2. The full payment is not included.
3. The "Mail to" address(es) are incomplete.

PROCESSING FEES

Single (1) official DQU transcript\$4.00	Additional official transcripts prepared at same time, exceeding ten (10) cost an additional\$1.00 each
Additional official DQU transcripts prepared at same time, up to ten (10) cost an additional\$2.00 each	UNOFFICIAL, photocopied transcripts from other schools FOR PERSONAL USE ONLY.....\$10.00 per set

RUSH SERVICE WHEN AVAILABLE: \$10.00 PLUS THE COST OF THE NUMBER OF OFFICIAL TRANSCRIPTS ORDERED.

(EXAMPLE: One transcript + RUSH FEE = \$14.00; Two transcripts + RUSH FEE = \$16.00; etc.) RUSH SERVICE: YES NO

(When submitting a RUSH request, please write "RUSH" in big letters on the outside of the envelope.)

(PLEASE USE BACK OF FORM OR ADDITIONAL PAGES TO INDICATE ADDITIONAL TRANSCRIPT REQUESTS.)

PLEASE MAIL TRANSCRIPT(S) TO THE FOLLOWING ADDRESS(ES):

TOTAL ENCLOSED: \$ _____

TRANSCRIPT OFFICE USE ONLY

CHECK NO.: # _____

CHECK AMT.: \$ _____

RECEIVED DATE: _____

RECEIVED BY: _____

SENT DATE: _____

SENT BY: _____

NOTES: _____

_____	_____
_____	_____
QUANTITY: _____	QUANTITY: _____
_____	_____
_____	_____
QUANTITY: _____	QUANTITY: _____
_____	_____
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QUANTITY: _____	QUANTITY: _____