



**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: _____