



Intercultural Institute of California

Request for Transcript

Please complete one form for each addressee.

Student's Information

Name:

Previous Name Used:

Mailing Address:

City, State, Zip:

Telephone:

Social Security Number:

Program Selection: Korean Language Program ___

Masters Korean Studies: TKFL / PAKS ___

Dates of Attendance: Semester/Year _____ to _____

Degree Earned (If Applicable):

Number / Type of Transcript(s) requested:

_____ Student copy

_____ Official copy

Complete only if you wish your request to be held until any of the following have been made on your record:

_____ Hold for degree. Indicate semester and year of graduation application.

(Your transcript will be sent after final approval of the application by the advisor)

_____ Hold for grades. (Your transcript will be sent when all of the courses in which you are now enrolled have been graded.)

_____ Hold for grade change. (Your transcript will be sent when Registrar receives a change of grade for the course in the semester you indicate below.)

Course ID _____ Course Title _____

Semester/Year _____

Distribution:

_____ Student will pick up at 1362 Post St. Most transcripts are available on request (However, some may not be available until 2:00 p.m. the next working day).

_____ Mail to student's mailing address listed above.

_____ Mail to addressee listed below. (Complete address below.)

Name of Institution: _____

Address: _____

City, State, Zip: _____

Payment Options:

<input type="checkbox"/> VISA/MC \$	<input type="checkbox"/> Check \$	<input type="checkbox"/> Cash \$
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Student's signature: _____ Date _____

Form 10 3/11/2005

Name:	CC#:	CVS Code:	Exp Date:
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A NOTE ABOUT TRANSCRIPTS

Transcripts are designed as either Official or Student copies. To be considered official, transcripts should be sent directly from the Registrar's Office to the school or institution requiring them. Official copies bear the signature of the Registrar and the institute's seal. If the student needs to have an official transcript sent to his/her address (to submit along with other papers), it will be sent in a sealed envelope, which cannot be opened by the student. These standard procedures are required to ensure that the transcript is not altered after leaving the Registrar's Office.

Student copies bear the stamp "Student Copy" and do not have a Registrar's signature or the Institute's seal, and they are considered unofficial transcripts. Some schools or agencies will accept unofficial copies for their use pending receipt of an official transcript; some don't require official copies at all.

TRANSCRIPT FEES

\$10.00 per copy for 14-21 days processing, \$5.00 additional copy

\$15.00 per copy for 48 hours rush order

Rush orders are not available during registration

How to Request Official Copies of Your Transcript

1. Request for Transcript Forms available at the Admissions Office or online at www.iic.edu
2. Fill out the form and drop off in person / fax / mail the completed form to

Admissions Office
1362 Post Street
San Francisco, CA 94109
Tel (415)441-1884, Fax (415)441-1889

3. Be sure to check for appropriate amount and method of payment. Checks should be made payable to Intercultural Institute of California.

PLEASE ALLOW 7-14 WORKING DAYS UPON RECEIPT FOR PROCESSING,
EXCEPT DURING REGISTRATION AND ADD/DROP PERIODS
(ALLOW AN EXTRA WEEK)