



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.)

Always confirm the processing time at: <http://www.cimcinc.org/DQUtranscripts>

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.)

<p>PLEASE MAIL TRANSCRIPT(S) TO THE FOLLOWING ADDRESS(ES):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">QUANTITY: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">QUANTITY: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">QUANTITY: _____</p> <p>_____</p> <p style="text-align: center;">QUANTITY: _____</p>	<p>TOTAL ENCLOSED: \$ _____</p> <hr/> <p style="text-align: center;"><u>TRANSCRIPT OFFICE USE ONLY</u></p> <p>CHECK NO.: # _____</p> <p>CHECK AMT.: \$ _____</p> <p>RECEIVED DATE: _____</p> <p>RECEIVED BY: _____</p> <p>SENT DATE: _____</p> <p>SENT BY: _____</p> <p>NOTES: _____</p>
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