

# TRANSCRIPTS AND ENROLLMENT VERIFICATIONS

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Transcripts may be requested online through the Parchment website (<https://www.parchment.com/u/registration/33891/institution/>). Written requests may be submitted to Enrollment Service in person, by mail, or Secure upload on the Student Support HUB (<https://www.msjc.edu/hub/>). Mt. San Jacinto College may deliver transcripts electronically, first class mail, Fed Ex expedited mail or printed for pickup. Official transcripts can be sent to the requestor, another institution, or other designated location. The transcript is a duly certified record of all work completed at Mt. San Jacinto College. The first two transcripts and/or enrollment verifications are furnished free of charge. Free transcripts are not available by request online; the request must be made by submitting the Records Request Form (<https://www.msjc.edu/enroll/documents/Records-Request-Form.pdf>) to Enrollment Services. There is a Fed Ex expedited delivery option for online transcript requests only and for an additional service fee. For information on delivery options and fees, please go to transcripts (<http://www.msjc.edu/transcripts/>).

The following types of enrollment verifications will not be charged a service fee:

- Scholarship Verifications
- Child Care Verifications
- GPA Verifications
- In-School Loan Deferment Requests
- Verifications as required for public assistance, rehabilitation, unemployment or other California State services/benefits
- Verifications as required for U.S. Military Agencies or Veterans Affairs Services

Submitted high school and college transcripts become the property of Mt. San Jacinto College and are not forwarded to other institutions, nor are copies provided to students. Unofficial MSJC transcripts are available through the student's online account.