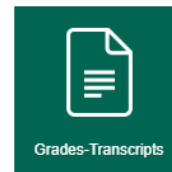
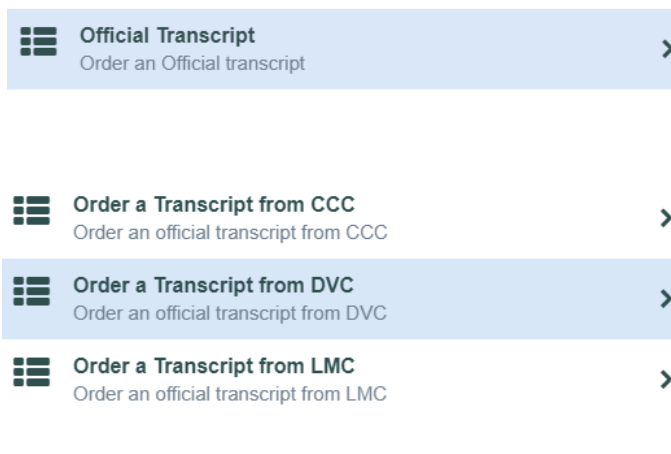


# How Do I Request an Official Transcript?

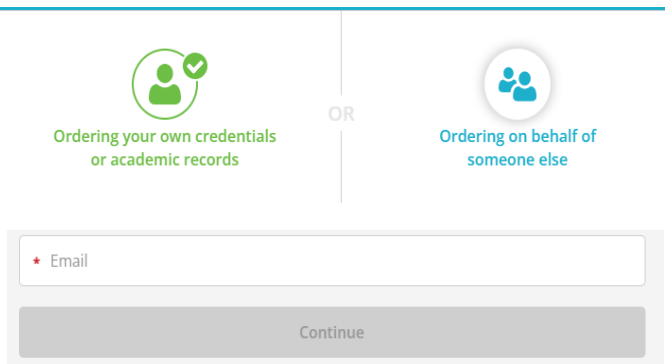
**1. Go to <http://m.4cd.edu> (or the InSite app) and sign in using your username and password.**



**2. Click on the “Grades-Transcripts” tile, and then on “Official Transcript”.**



**3. Select which campus you would like to order a transcript from.**



**4. Transcripts are sent through *Parchment*. Choose enter your InSite email address.**

**5. Enter your personal information and contact information then click on create account.**

ENTER YOUR PERSONAL INFORMATION

\_\_\_\_@insite.4cd.edu

* First Name	Middle Name	* Last Name
* Month Of Birth	* Day Of Birth	* Year Of Birth

\* Highest Level Of Education

ENTER YOUR CONTACT INFORMATION

\* Cell Phone

# How Do I Request an Official Transcript? continued...

**6. Choose if you would like to order a PDF Transcript, or a paper hard-copy.**

**7. Complete the student information and contact information sections. Continue to the next page.**

**8. Select your desired speed of delivery. When ordering online, you have the option of standard or rush processing. Express transcripts must be requested in person and have an additional fee.**

**9. Select your primary reason for ordering and continue on to the next page. Note: Check the box if you attended DVC before 1999.**



Diablo Valley College  
Pleasant Hill, CA

Transcript Ordering Services  
Diablo Valley College

Please choose one of the following options:

Order PDF Transcript(s)       Order Paper Hard-Copy Transcript(s)

Do not use browser back or forward buttons  
Your session will time out after 60 minutes of no activity

**Student Information**

Please complete any missing fields below. If any of the pre-populated information is incorrect, please make changes Admissions and Records.

Information needed to locate your records

Student ID

Attended From Year  \*Required

Attended To Year  \*Required

Birth Date  \*Required

Enter names as they exist in the school records  
If you would like to update your mailing address please contact the Registrar's Office.

First Name  \*Required

Middle Name  Enter if you think it is on your school record

Last Name  \*Required

Suffix  (optional) Jr., Sr., etc.

Other Last Names  (optional)

**Please choose a service for this order**

Regular Request - Deliver to Recipient

\$7.50 per copy  
Allow 7-10 business day for processing after order has been authorized. Due to COVID-19 and the shelter in place order transcripts are mailed every Monday, Wednesday, or Friday closest to the order completion date.

Rush Request - Deliver to Recipient

\$17.50 per copy  
Allow 1 business day for processing after order has been authorized. Order must be submitted by 3:00pm. Due to COVID-19 and the shelter in place order transcripts are mailed every Monday, Wednesday, or Friday closest to the order completion date.

**Special Order Condition(s)**

Title 5 of the California Code of Regulations provides that a student may receive two copies of his/her academic transcripts free of charge. Our records indicate that you have previously received all of the free transcripts to which you were entitled.

**Tell us when to release your transcript(s)**

Send Now

**Other information required by Diablo Valley College**

Primary Reason for Ordering  \*Required

**Additional Information:**

I attended prior to 1999

# How Do I Request an Official Transcript? continued...

**10. On the recipient page, choose your recipient type. You can have transcripts mailed directly to the college of your choice, or to your home address.**

Please choose a type of recipient

- Search our Recipient Table  
Choose this option to search recipients that are already set up in our system. This is the only way to find colleges or universities who receive transcripts electronically.

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- Myself

---

- Select an Application Service  
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

---

- Direct Access Code Lookup  
Choose this option if you were provided with a "Direct Access Code" by your recipient.

---

- Enter Recipient Manually

**11. On the summary page, review and verify that all information is correct.**

**12. If you need to pay for your transcript request, enter your credit card information on the next screen, submit your request, and print a receipt. Make sure to keep your order number so you can check on the status of your order.**

Go to Payment

**13. To [check on the status of an order](#), you will need your order number. Enter in the order number and hit submit.**

Order Sign-In

Step-1: Please enter your Order number

Order Number

Submit