



Student Record Request

Enrollment Services Department
Phone: (951) 465-7887
e-Document Submission: <https://msjc.edu/hub/>

Instructions: The Student Record Request form is used for requesting transcripts or enrollment verifications.

1. Complete the Student Information section .
2. Complete the Transcript Request section and/or the Enrollment Verification section.
 - a. Transcripts can be mailed to the address provided by the student on the form or can be scheduled for pick-up at the Menifee Valley Campus (MVC) or San Jacinto Campus (SJC).
 - b. Enrollment Verifications may be emailed to the student or can be scheduled for pick-up at the Menifee Valley Campus (MVC) or San Jacinto Campus (SJC).
 - c. Military Enrollment Verifications are processed by the Veterans Resource Center at veterans@msjc.edu or (951) 639-5237.
 - d. Cal Grant Verifications are completed by Financial Aid at finaid@msjc.edu or (951) 465-7891.
3. Submit the fully signed and completed form online to Enrollment Services in the Student Support Hub e-Document submission at: <https://msjc.edu/hub/>
4. After review by Enrollment Services, please allow 7-10 business days for processing.
5. Students are responsible for any fees incurred by these changes. Payment is due the same day the changes are made to the student's record.
6. For more information, please visit our website at:
[FAQ | How do I request transcripts? | Mt. San Jacinto College \(msjc.edu\)](#)
[Degree and Enrollment Verifications | Mt. San Jacinto College \(msjc.edu\)](#)
[FAQ | What fees do I have to pay? | Mt. San Jacinto College \(msjc.edu\)](#)



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STUDENT INFORMATION

Name: _____ Student ID#: _____

Previous Name(s) Used: _____ DOB: _____

Email: _____ Phone #: _____

TRANSCRIPT REQUEST (MAIL or PICK-UP)

Number of Copies: _____

(Transcript Fee: \$5 per transcript)

Mail transcripts to
Name/Agency/College _____
Mailing Address _____ City/State/Zipcode _____

Pick-up (On-campus):

General Education Certificate (Optional):

CSU or IGETC

Transferring to: _____

Have you attended any other colleges? (Transcripts must be on file.)

Have you taken a foreign language in high school? (Transcripts must be on file.)

ENROLLMENT VERIFICATION REQUEST (EMAIL or PICK-UP)

Number of Copies: _____

(Enrollment Verification Fee: \$5 per verification)

E-mail to: _____

Pick-up (On-campus):

*All Military Enrollment Verifications are processed by the Veterans Resource Center at veterans@msjc.edu or (951) 639-5237

PAYMENT INFORMATION

Credit Card Type _____ Credit Card Number _____
(Visa, Mastercard, Discover ONLY)

Card Expiration Date _____ Security Code _____

Student Signature (Required) _____ Date _____

OFFICE USE ONLY:
No Charge: _____
Owes: _____
Date Processed: _____