De Anza College

Admissions and Records

Degree/Certificate Audit Report Request

Thank you for choosing De Anza College.

As soon as possible, we will send you a personalized report that indicates how close you are to completing a degree or certificate at De Anza. If applicable, we will need to review official transcripts from other U.S. colleges or universities you have attended to prepare a more accurate report of your progress.

"I do not have transcripts from other U.S. colleges/universities."

- Complete and return this form (drop off, mail, or fax - see below).

"I have transcripts from other U.S. colleges/universities I have attended and they are already on file at De Anza."

- Complete and return this form (drop off, mail, or fax - see below).

"I have transcripts from other U.S. colleges/universities I have attended and they are NOT already on file at De Anza."

- First have them sent to Admissions and Records and allow sufficient time for them to arrive. You may also submit official transcripts in person. Next complete and return this form (drop off, mail, or fax - see below).

IMPORTANT: Official transcripts must arrive in their original, sealed envelopes as prepared by the issuing colleges/universities. Many schools provide official transcript request services on-line. Foothill College transcripts need not be sent.

_____

Last name First name

_____

De Anza Student ID number (If unknown, leave blank.) Previous names (if applicable)

_____

Address City State Zip

_____

Date of birth (mo/day) Area code Phone number E-mail address

Your educational goal(s): _____

Please be specific (e.g. degree titles, certificate titles, university transfer, etc.)

_____

_____

Other colleges/universities attended

_____

Signature Date

Mailing address for form and official transcripts:

De Anza College Degree Audit
c/o Admissions and Records
21250 Stevens Creek Blvd.
Cupertino, CA 95014

Reminder: please update your mailing and e-mail addresses at www.deanza.edu/mydeanza

You may **fax** this form (but not transcripts) to:

(408) 864-8329.

3/20/07 jd