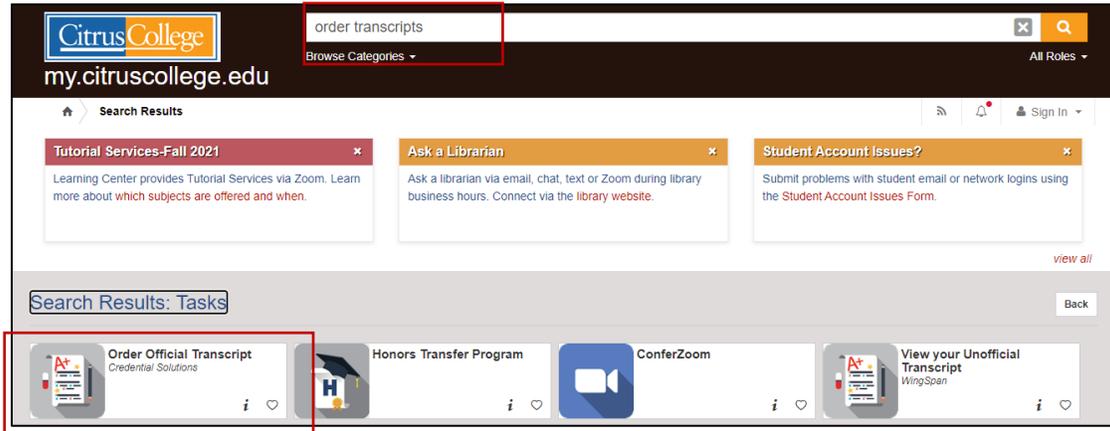


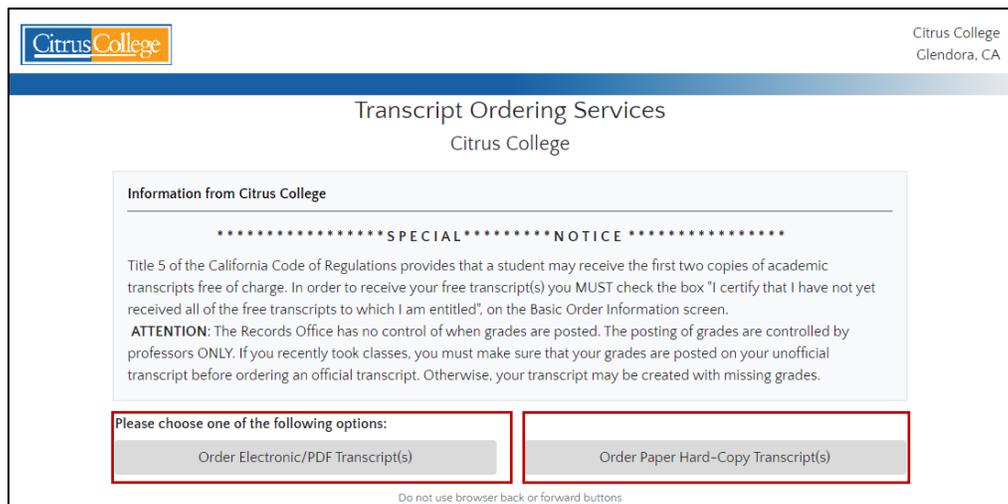


Order Official Citrus College Transcript & CSUGE or IGETC Certification

1. Go to my.citruscollege.edu
2. In the search box, type: Order Transcripts
3. Select the Order Official Transcript icon



4. You will be redirected to the Transcript Ordering Services page
5. Select “**Order Electronic/PDF Transcript(s)**” if you would like to request an electronic copy.
6. Select “**Order Paper Hard-Copy Transcript(s)**” if you would like to request a hard-copy.



7. Complete the Student Information page.

8. Select when you would like your transcript to be released:

- a. **Send now** – transcript will be released shortly after request is submitted and it may not include final grades from current term.
- b. **Send after final grades for current term post** – transcript will be released after final grades for the current semester/term have posted on your transcript. *Please note, universities will request final transcripts that include final grades for your last semester at Citrus College. You may want to select this option if the reason you are requesting an official transcript is to fulfill this university requirement.*
- c. **After degree or certificate is posted** – transcript will be released after your degree or certificate has posted on your transcript. *If you have applied for an Associate Degree for Transfer (ADT) and need this to be reflected on your official transcript to show to the university, you may want to select this option.*

Transfer student: Please check your university portal and/or email for important deadlines to submit official transcripts and other documents to the university as these dates vary by campus.

9. If you are requesting certification, please select one option:
 - a. If you are requesting **CSUGE Certification**, select California State University – General Education Breadth
 - b. If you are requesting **IGETC Certification**, select Intersegmental General Education Transfer Curriculum IGETC

For General Education Certification:

"Do I need General Education Certification?"

Citrus College cannot attach a printout of a CSUGE/IGETC audit for electronic transcripts.

California State University - General Education Breadth

CSUGE Certification requires additional processing time
Please allow up to 10 business days. May take longer during peak periods.

Intersegmental General Education Transfer Curriculum IGETC

IGETC Certification requires additional processing time.
Please allow up to 10 business days. May take longer during peak periods.

What is the CSUGE or IGETC Certification?

- **CSUGE certification** is for students transferring to a California State University (CSU) who want to confirm that they have completed the transfer requirements for their CSU.
- **IGETC certification** is for students transferring to a University of California (UC) who want to confirm that they have completed the transfer requirements for their UC.

10. Choose the recipient. You may search for a recipient using the “Search our Recipient Table”

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.

Select the recipient's state:

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. Once you select the recipient, you will need to select the “Delivery Method”
 - a. Depending on the receiving institution, you may see three different delivery methods: Electronic, PDF Download, and Paper-Hard Copy.
Please note that not every institution may offer all three options.

If you select “PDF Download” as the Delivery Method and are requesting IGETC or CSUGE Certification, the Admissions & Records (A&R) Office will be able to attach a copy of your IGETC or CSUGE certification worksheet.

Please note not all institutions are set up to receive PDF Download transcripts.

Searching for Recipient 1 in CALIFORNIA

Search ?

Available Recipients for University of California, Berkeley

Address	College/University Type	Delivery Method(s) ?
UNDERGRAD ADMISSION UNIV OF CALIFORNIA - BERKELEY 16 SPROUL HALL, MC 0608 BERKELEY CA 94720-5404	Undergraduate	<input type="button" value="Electronic"/> <input type="button" value="PDF Download"/> <input type="button" value="Paper Hard-copy"/>
GRADUATE ADMISSION UNIV OF CALIFORNIA-BERKELEY 318 SPROUL HALL #5404 BERKELEY CA 94720-5901	Graduate	<input type="button" value="PDF Download"/> <input type="button" value="Paper Hard-copy"/>

[My recipient was not found. I want to enter the address manually](#)

If you select “Electronic” as the Delivery Method and are requesting IGETC or CSUGE Certification, your certification will be annotated on the official transcript. *With this delivery option, the certification will not be sent as a separate worksheet.*

Available Recipients for California State University - Los Angeles

Address	College/University Type	Delivery Method(s) ?
ADMISSIONS & RECRUITMENT CAL STATE UNIV - LOS ANGELES 5151 STATE UNIVERSITY DR LOS ANGELES CA 90032-4226	Undergraduate	<input type="button" value="Electronic"/> <input type="button" value="Paper Hard-copy"/>

12. If you selected **“PDF Download”** as the delivery method, you will be asked:
- a. **Are you providing an attachment? Select “YES”** to have CSUGE or IGETC Certification worksheet attached to your transcript request.

Transcript Recipient 1

Delivery Method PDF Download

Recipient Information

UNDERGRAD ADMISSION
UNIV OF CALIFORNIA - BERKELEY
BERKELEY CA 94720-5404
510-642-3175

Attachment Options for this Recipient

Some recipients require additional information pages ("Attachments") alongside your transcript.

Any transcript order with an Attachment is currently limited to a single recipient.

Are you providing an attachment?

No Yes *(This is not common)* ?

Recipient Confirmation

Although we make every effort to maintain current Recipient Information in our database, it's your responsibility to ensure this information is correct. Please verify the above and check the box to continue.

I confirm this recipient

13. Confirm that everything looks correct with your request:

Your Recipients

Quantity	Delivery Method	Recipient	Actions
1 Transcript	PDF	UNIV OF CALIFORNIA - BERKELEY Undergraduate Adm Attachments required for this recipient: <ul style="list-style-type: none"> I am providing an attachment that must be sent with my transcript 	<div style="margin-bottom: 5px;"><input type="button" value="Remove"/></div> <input type="button" value="Update"/>

Some of the options you have chosen limit this order to a single recipient

14. In the Summary page, under Basic Order Information, confirm that you indicated IGETC or CSU GE Certification if needed.
- a. *In the example below, this student requested CSUGE Certification*

Basic Order Information
Edit

Service Type: Standard Request - Deliver to Recipient

You are receiving a credit (see Summary of Charges below) for free transcripts on this order

When to Send Transcript: Send after final grades are posted for my current term (Degree/Certifi Fall Semester)

Primary Reason for Ordering: For Transfer Admission

California State University - General Education Breadth

Your Recipient(s)
Edit

	Quantity	Delivery Method	Recipient
Recipient 1	1 Transcript	PDF	UNIV OF CALIFORNIA - BERKELEY Undergraduate Adm Attachments required for this recipient: <ul style="list-style-type: none"> I am providing an attachment that must be sent with my transcript

15. Follow the additional steps to submit your transcript & general education certification request.