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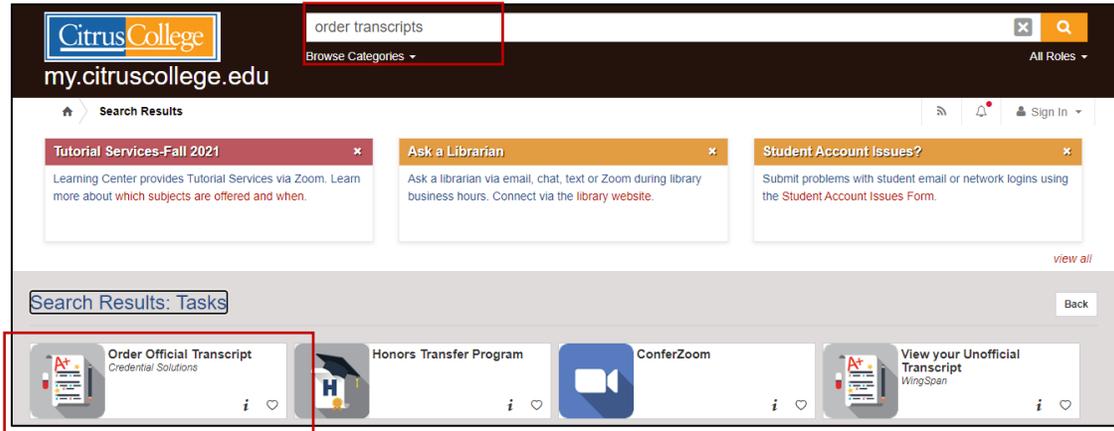
4. You will be redirected to the Transcript Ordering Services page
5. Select **"Order Electronic/PDF Transcript(s)"** if you would like to request an electronic copy.
6. Select **"Order Paper Hard-Copy Transcript(s)"** if you would like to request a hard-copy.
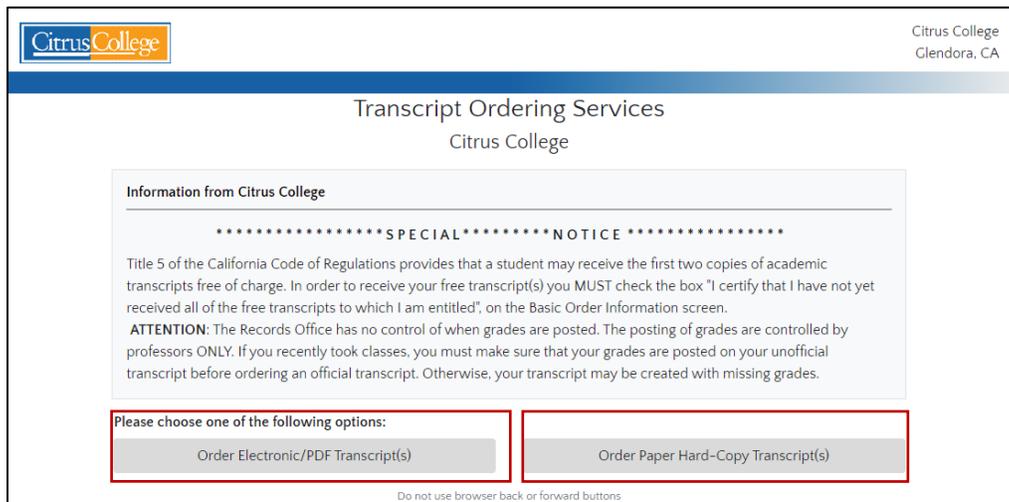
7. Complete the Student Information page.

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:
  [CALIFORNIA ⌄]

  Next

○ 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. **If you are requesting IGETC or CSUGE Certification, select "PDF Download" as the Delivery Method.**
        i. By selecting PDF Download, the Admissions & Records (A&R) Office will be able to attach a copy of your IGETC or CSUGE certification worksheet.
    b. *Note, if you select "Electronic," A&R will not be able to attach a copy of your IGETC or CSUGE certification worksheet to your transcript request.*

Searching for Recipient 1 in CALIFORNIA		
Search ❓	Type School Name Here	

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	Electronic PDF Download Paper Hard-copy
GRADUATE ADMISSION UNIV OF CALIFORNIA-BERKELEY 318 SPROUL HALL #5404 BERKELEY CA 94720-5901	Graduate	PDF Download Paper Hard-copy
My recipient was not found. I want to enter the address manually		

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:

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*

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