

### Transcript Request

PLEASE TYPE OR PRINT CLEARLY

Failure to complete any of the fields below may delay or prevent your request from being processed. Your transcript request may also be delayed due to a hold on your student record, lack of academic history or failure to include payment with your request.



STUDENT I.D. NUMBER (IF KNOWN)

LAST NAME FIRST NAME MIDDLE INITIAL

STREET ADDRESS

CITY STATE ZIP

( ) - PHONE NUMBER OTHER NAMES UNDER WHICH YOU HAVE ENROLLED

EMAIL ADDRESS

STUDENT SIGNATURE *physical signature required for release of records*

#### Mail Transcripts to

Please print clearly. Transcripts cannot be mailed without contact name and complete address. For addresses that don't fit below or for additional addresses, please attach a supplemental page; do not fill out multiple forms.

RECIPIENT 1 RECIPIENT 2

ADDRESS 1 ADDRESS 2

Official E-transcript fee: \$20.00 per copy Total Copies Requested [ ] Official Transcript Fees \$ [ ]

Unofficial Transcript fee: \$5.00 per copy Total Copies Requested [ ] Unofficial Transcript Fees \$ [ ]

Official transcript fee: \$22.50 per copy Total Copies Requested [ ] Unofficial Transcript Fees \$ [ ]

Rush Fee \$ [ ]

Total FedEx Requests [ ] FedEx Fees \$ [ ]

GRAND TOTAL \$ [ ]

#### Payment method (Check one)

- Cash/Check  Visa  Mastercard  Discover  American Express  Diners Club
- (payable to UC Regents)

#### For Office Use Only

Payment received by \_\_\_\_\_  
 Date \_\_\_\_\_  
 Transcript produced by \_\_\_\_\_  
 Date \_\_\_\_\_

Questions? Call Student Services

Phone ► (858) 534-3400  
 Number

#### Transcript requests must be submitted in writing

To best protect your information, credit card information should **never be emailed**. It may be faxed or mailed to our office, or submitted in person.

Mail to ► UCSD Extended Studies Student Services

Attn: Transcript Requests  
 9500 Gilman Drive, Dept. 0176-H  
 La Jolla, CA 92093-0176

Fax to ► **Fax Number: (858) 534-8527**

#### Check one:

##### E-Transcript

Please provide valid recipient email

##### Official Paper Transcript

(Sent via Fedex or first class USPS mail)

##### Hold for current quarter grade(s)

(Held until grade(s) is/are posted, then sent via preferred delivery.)

##### Standard processing

(Allow 7 business days processing for all non-rush orders \*applies to e-transcripts)

##### Rush processing

(\$10 additional charge per address. One business day processing + USPS first class mail delivery time. Available with all options)

- FedEx shipping** (\$30 additional charge per address. Printed and shipped the next business day if received by 2pm PST. Track-able FedEx delivery. No delivery to P.O. Boxes.)\*\*

#### Additional services:

**Pick-up** (Currently unavailable)

Specify location

CREDIT CARD NUMBER EXP. DATE AUTHORIZING SIGNATURE *physical signature required*