

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 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

Transcripts cannot be mailed without the complete address. For UC San Diego campus, please also include department and mail code. For additional addresses, please attach a supplemental page. There is no need to fill out multiple forms.

ADDRESS 1 ADDRESS 2

Official Transcript fee: \$15 per copy	Total Copies Requested	<input type="text"/>	Official Transcript Fees	\$ <input type="text"/>
Unofficial Transcript fee: \$5 per copy	Total Copies Requested	<input type="text"/>	Unofficial Transcript Fees	\$ <input type="text"/>
	Total Fax Requests	<input type="text"/>	Fax Fees	\$ <input type="text"/>
	Rush Requested	<input type="text"/>	Rush Fee	\$ <input type="text"/>
	Total FedEx Requests	<input type="text"/>	FedEx Fees	\$ <input type="text"/>
	GRAND TOTAL			\$ <input type="text"/>

*Signing this request releases UC San Diego Extension from any liability for faxed transcripts.

**If applicable, student is responsible for any customs fees.

Payment method (Check one)

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

CREDIT CARD NUMBER EXP. DATE

AUTHORIZING SIGNATURE *physical signature required*

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 ► Student Services
University of California San Diego
Extension
9500 Gilman Drive, Dept. 0176-H
La Jolla, CA 92093-0176

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

Check all that apply

- Hold for current quarter grades
- Send as is (Allow 7 business days processing, standard USPS mail delivery.)
- Fax delivery (\$5 additional charge per request, \$10 international)*

Fax number _____

- Pick-up (Allow 5 business days for processing)

Specify location _____

- Rush processing (\$20 additional charge per request form, one business day processing, standard USPS mail delivery.)

- Rush shipping via FedEx (\$35 additional charge for first address, \$15 charge for each additional address. Must be received by 2pm PST. No delivery to P.O. Boxes.)

Check if applicable

- Was this an education class offered through a school district or education center?
- Did you take UC San Diego Extension courses before 9/15/67?