

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 Transcript fee: \$17 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"/>
		Fax Fee \$ <input type="text"/>
		Rush Fee \$ <input type="text"/>
	Total FedEx Requests <input type="text"/>	FedEx Fees \$ <input type="text"/>
		GRAND TOTAL \$ <input type="text"/>

Payment method (Check one)

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

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 Extension 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:

- Hold for current quarter grade(s)** (Held until grade(s) is/are posted, then sent USPS first class mail delivery.)
- Standard processing with standard mail** (Allow 7 business days processing + USPS first class mail delivery time.)
- Rush processing with standard mail** (\$20 additional charge per address. One business day processing + USPS first class mail delivery time. Available with pick-up and fax delivery.)
- Rush processing with FedEx shipping** (\$35 additional charge per address. Printed and shipped the same business day if received by 2pm PST. Trackable FedEx delivery. No delivery to P.O. Boxes.)**

Additional services:

- Pick-up** (Allow 5 business days processing. Student will be emailed when ready for pick up.)
- Specify location _____
- Fax delivery** (\$5 additional charge per order. Allow 7 business days processing; provide address for mailing hard copy via first class USPS mail after fax delivery.)*

Fax Number _____

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

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

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