University of California, San Diego
Office of the Registrar, Attn: Transcripts
9500 Gilman Drive # 0022
La Jolla, California 92093-0022
(858) 534-3153
(858) 534-5723 fax
http://tritonlink.ucsd.edu

REQUEST FOR TRANSCRIPT OF RECORDS

Transcript Requested

- ❑ Undergraduate Work
- ❑ Summer Session
- ❑ Graduate Work
- ❑ Medical School
- ❑ Pharmacy

Today's date _____

NOTE: New students do not have a transcript until completion of their first quarter.

_____ **Total Number of Transcripts to be sent.**

If you are sending transcripts to more than one address, complete the "Additional Transcript Addresses" form

STUDENT INFORMATION

P.I.D. (SSN): ___ ___ ___ – ___ ___ – ___ ___ ___ ___ Birthdate: _____/_____/_____

Name: _____
Last First Middle

Maiden or Other Name (s): _____ Daytime Phone: (____)_____

E-Mail Address: _____

Address: _____

City: _____ St: _____ Zip: _____

Student Signature: _____

ENROLLMENT INFORMATION AND SPECIFIC DIRECTIONS

Date of First UCSD Enrollment: _____ Date of Last UCSD Enrollment or Graduation: _____

- ❑ Forward Transcripts immediately to address below (allow 3 business days for mail-outs).
- ❑ Pick-Up (next business day after 2:00 p.m.,) **PHOTO ID REQUIRED!**
- ❑ Special Handling (Separate Envelopes, etc.) _____
- ❑ Visa/Mastercard Number _____ Exp. Date _____
- ❑ RUSH Service: processed within one business day (additional $10.00 fee per copy).
- ❑ Federal Express Service (additional $20.00 fee required for domestic addresses; additional $35.00 fee required for international addresses).
  Note: Federal Express will not deliver to P.O. Boxes. Rush/FedEx orders must be submitted by 3:30 p.m. for same business day mail out.
- ❑ FAX Transcript Service (additional fee required): $5.00 Domestic - $10.00 International.
  # _____

SEND TO:

_____ **Total # of transcripts to this address**

_____

_____

_____

_____

FEES: Transcripts are $6.00 per copy. Please allow 3 business days to process mail requests.
NOTE: USPS delivery times are not included.

TO ORDER TRANSCRIPT:

MAIL:
Complete form, enclose check or money order payable to UC Regents, or credit card information and mail to:

UCSD
Registrar's Office
ATTN: Transcript Division
9500 Gilman Drive # 0022
La Jolla, CA 92093-0022

FAX:
Complete form with credit card information and fax to:
(858) 534-5723

IN-PERSON:
Complete form, pay fees by cash or check at the Cashier's Office, 1st floor, 402 UCtr., and return form to Registrar's Office, 2nd floor, 402 UCtr, between 8:00 a.m. - 4:30 p.m., Monday through Friday. Payment by credit card can be made at Registrar's Office.

A transcript will not be issued until all outstanding financial obligations due the University are cleared. All questions should be directed to the Student Business Services (SBS) Office (858) 822-4727.

Extension Studies Transcripts
To order, please call:
(858) 534-3400

In accordance with federal law, records cannot be released without the written consent of the student.

FOR OFFICE USE ONLY

Rec'd by _____
Amt Rec'd: $_____
Date Sent: _____
Sent by _____