



UC San Diego

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 OR RECORDS

Transcript Requested

- Undergraduate Work
Summer Session
Graduate Work
Medical School
Pharmacy

Total Number of Transcripts to be sent.

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

Today's date

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

STUDENT INFORMATION

P.I.D. (if available): Birthdate:

Name: Last First Middle

Maiden or Other Name (s): Daytime Phone:

E-Mail Address:

Address:

City: St: Zip:

Student Signature:

FEES: Transcripts are \$15.00 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

IN-PERSON:

Complete form, pay fees at the Cashier's Office, 1st floor, Student Services Center, and return form to Registrar's Office, 2nd floor, Student Services Center, between 8:00 a.m. - 4:30 p.m., Monday through Friday, except Thursday, 10:00 a.m. - 4:30 p.m.

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

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

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

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 pm) PHOTO ID REQUIRED! Pick-Up within 30 days or destroyed.
Special Handling (Separate Envelopes, etc.)
Visa/Mastercard Number Exp. Date
RUSH Service: processed within one business day (additional \$20.00 fee per copy).
Federal Express Service (domestic: add \$20.00 per address; international: add \$35.00 per address).
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 (domestic: add \$5.00 per number; international: add \$10.00 per number)
#

SEND TO: Total # of transcripts to this address

Form for sending transcripts to multiple addresses

FOR OFFICE USE

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