

UCLA Transcript Order



INSTRUCTIONS

Before completing this form, refer to the attached information sheet to learn more about ordering transcripts. Summer students from another UC campus need not order a transcript; an official UCLA transcript showing summer work will be sent automatically to the home UC campus by the middle of October. Transcripts can be ordered online through MyUCLA at <http://my.ucla.edu>. This form should be used only when ordering transcripts in person or by mail.

Student Information (All required to identify your record—please print clearly)

9-Digit UCLA ID (if available)		Date of Birth	Telephone	
Full Name (Last, First Middle)				
Full Name while attending UCLA (Last, First Middle, max. 32 characters)			E-mail Address	
Current Mailing Address – Street (max. 32 characters)			Country	
City	State	ZIP/Postal Code	Province (Canada only)	
First term attended at UCLA			Last term attended at UCLA	

A. Transcript Order (maximum 3 per order)

Official Academic Transcript
complete academic record, including courses, grades, GPA, work in progress (if applicable), and degrees received _____ copy(s) NO FEE

Official Verification Transcript
dates of attendance, term enrollment status, degrees received, and degree expected date _____ copy(s) NO FEE

B. Processing Time (select one)
Based on date order received; excludes delivery time

Standard — 3 business days NO FEE

Expedited — 1 business day \$ 15.00

C. Delivery Method (select one)

In-Person Pick-Up — held for 30 days NO FEE

U.S. first-class mail NO FEE

Fax to U.S. fax number \$ 10.00

Fax to international fax number 15.00

USPS express mail to U.S. addressee 25.00

FedEx to U.S. addressee 25.00

FedEx to international addressee 35.00

D. Special Handling — Optional (select one)

Attach separate document NO FEE
(AMCAS, PharmCas, LSAC, other schools, NSF, etc.)

Complete good student discount form NO FEE

Signature on envelope and/or complete separate document and attach to order \$ 10.00

Other _____

Total Due \$ _____

E. Hold Order — Optional (select one)
For academic transcript only

Hold order for term grades
Allow 2 to 3 weeks after term ends TERM _____

Hold order for degree term
Allow 6 to 8 weeks after award date
Title of degree(s) _____ TERM _____
(B.A., M.S, etc.)

F. Payment (select one) **AMOUNT**

In-Person Order \$.
Billed to your BruinBill account.

Mail Order ENCLOSED \$.
Enclose check or money order payable to Regents-UC. Orders with incomplete information and/or insufficient payment are NOT processed.

G. Delivery (select one)

Mailing instructions — for mail delivery only
MAIL TO Current mailing address as shown above
 Different mailing address — complete mailing label below

Fax information — for fax delivery only

Country code if applicable (int'l.) ()	Area/city code ()	Fax number
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Fax to — attention/name of organization; required (max. 32 characters)

Pick-up date — for in-person delivery only

Authorization Signature Required *I authorize release of my transcript as directed on this form.* Date (mm/dd/yyyy)

X

MAILING LABEL Print name and address legibly if different from student information above

OFFICE USE ONLY		
Processed by	Process date	Amount billed to BruinBill



Transcript Order Instructions

This information has been released in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) and cannot be further disclosed without the prior written consent of the student. All outstanding obligations (financial, academic, or administrative) due to the University must be cleared before the transcript order can be processed.

STANDARD PROCESSING OF TRANSCRIPT ORDERS

Official UCLA transcripts are produced on security paper and sent through regular USPS first-class mail in a blue, sealed envelope marked *Official Transcripts Enclosed*. No additional seals, signatures, or other markings are considered necessary on the outside of the envelope. Additions, modifications, or special requests beyond this processing are considered special handling and subject to additional charges.

How do I order a UCLA transcript?

Academic and/or verification transcripts can be ordered online, by mail, or in person. Summer students from another UC campus need not order a transcript; an official UCLA transcript showing summer work will be sent automatically to the home UC campus by the middle of October.

Online

Order transcripts online through MyUCLA at <http://my.ucla.edu>. Anyone who has been a UCLA student may order a transcript using the online process through MyUCLA.

By Mail

Use this form to order by mail. Send to UCLA Registrar's Office, Attn: Transcripts, Box 951429, Los Angeles, CA 90095-1429. Enclose a check or money order made payable to Regents-UC. Orders with insufficient payment are not processed.

In Person

Use this form to order in person at the Registrar's Office, 1113 Murphy Hall. Charges are posted to your BruinBill account and are due the 20th of the following month. A valid e-mail address is required in order for you to receive notification of these charges. BruinBill account information is available through MyUCLA at <http://my.ucla.edu>.

Please Note

- Unofficial transcripts (student copy) are available no charge through MyUCLA at <http://my.ucla.edu>.
- Transcript orders cannot be accepted by telephone, fax, or e-mail.
- Orders cannot be cancelled once they are submitted.
- The professional schools of Law, Medicine, and Dentistry process their own academic transcripts. Contact your respective Student Affairs Office for specific mailing instructions.

School of Dentistry (310) 825-8311
 School of Law (310) 825-2025
 School of Medicine (310) 825-6282

- Transcripts for University Extension are ordered directly from University Extension, P.O. Box 24901, Dept. K, Los Angeles, CA 90024-0901, or call (310) 825-3708.

What kind of transcript should I order?

Academic Transcripts detail your complete academic record, including courses, transfer credit, units, grades, GPA, degrees received, and in-term progress term information (if applicable).

Verification Transcripts include your dates of attendance, term enrollment status, degree expected date, and degrees received.

What fees will I owe?

FEE SCHEDULE

Academic or Verification Transcript . . .	No Fee
Expedited Service	\$ 15/addressee
Your order is processed within one business day of receipt	
Fax	
U.S.	\$ 10/fax number called
International	\$ 15/fax number called
Confidentiality cannot be guaranteed on an outgoing fax	
Special Handling	\$ 10
All requests beyond standard processing (see box above)	
Transcript Delivery Options	
USPS first-class mail, U.S. address . .	No Fee
USPS express mail, U.S. address . . .	\$ 25/addressee
FedEx, U.S. address	\$ 25/addressee
FedEx, international address	\$ 35/addressee

How long does it take to process my request?

Unless you request expedited service, all orders, including pick-up orders, are processed within three (3) business days from the date your order is submitted/received. A longer processing time may be required during peak periods. Delivery times are not included in processing time and vary according to local postal services for the destination address. Delivery schedules also vary for express carriers.

Photo identification is required to pick up your transcript at 1113 Murphy Hall. If you authorize another individual to pick up your transcripts, you must provide that individual with a Transcript Agent Authorization and a copy of your photo ID, and that person must provide his or her own photo ID.

Transcripts ordered for pick-up and not claimed within 30 days are destroyed.

What if my transcript does not arrive?

If, after 15 days from the date of your order, your transcript has not arrived at its intended destination, notify the Registrar's Office at (310) 825-1091, option 6. Notifications of non-receipt are accepted up to 90 days after your order date. After 90 days, you must place a new order.

What if I have a question about ordering transcripts?

- **Call (310) 825-1091, option 6.** This telephone number provides recorded ordering instructions and allows you to speak with a specialist about a transcript order you have already submitted.
- **See <http://www.registrar.ucla.edu>** for the *Schedule of Classes*, transcripts FAQ, and the *UCLA General Catalog*.
- **Send an e-mail message** to transcripts@registrar.ucla.edu with questions about ordering regular session and Summer Sessions transcripts.