

# Unofficial Transcript Order Form

Received \_\_\_\_\_

Sent \_\_\_\_\_

**To obtain one unofficial transcript at no charge, mail a written request with your Social Security Number, your signature, and a self-addressed, stamped envelope to Student Services at UCSB Extension.**

Please indicate whether you would like us to mail or fax your unofficial transcript to you—sensitive information such as your Social Security Number and your grades are included on the unofficial transcript. Failure to provide the required information may result in your request not being processed. Unofficial transcripts will be processed within 3-5 business days and can not be placed on HOLD.

**REQUIRED INFORMATION:**

Name (please print) \_\_\_\_\_ Social Security # or International I.D. \_\_\_\_\_

Student's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Other Name(s) Used \_\_\_\_\_

**STUDENT CONTACT INFORMATION:**

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

**Approximate dates of courses taken at UCSB Extension:** \_\_\_\_\_

**METHOD TO RECEIVE TRANSCRIPT:**

- Mail (include a self-addressed, stamped envelope)
- Number to which unofficial transcript is to be faxed: \_\_\_\_\_ / Attention: \_\_\_\_\_
- Pick up from the UCSB Extension office. (You will receive a call when your transcript is ready for pickup.) \_\_\_\_\_