

UCLA Transcript Agent Authorization

INSTRUCTIONS

1. A student may authorize an agent to pick up their transcript for them. The agent must appear IN PERSON at the UCLA Registrar's Office, 1113 Murphy Hall, 9:00 a.m.-4:00 p.m. Monday-Friday, with their photo ID and this completed form, to obtain the student transcript.
2. Use this form **only** to have the agent pick up the student transcript. The transcript must be ordered through the regular ordering process.
3. Official transcripts are available in either academic (complete academic record) or proof of enrollment/verification (extracted information not including detailed class records) format. An unofficial transcript (no Registrar seal) is also available. Be sure to indicate which transcript type the agent is authorized to receive.
4. The transcript may not be released if the student has outstanding financial obligations to the university. The student should check MyUCLA for academic records and holds.

STUDENT INFORMATION

Student Full Name (print name as it appears on transcript)	9-Digit UCLA ID
E-mail Address	
Transcript Type <input type="checkbox"/> Official Academic <input type="checkbox"/> Official Proof of Enrollment/Verification <input type="checkbox"/> Unofficial	

Attach scan print or photocopy
of student photo ID here
or on a separate sheet.

I AUTHORIZE THIS AGENT TO OBTAIN MY TRANSCRIPT. RELEASE TRANSCRIPT TO:

Agent Full Name (PRINT)	
Agent Signature	Date
Student Signature	Date