

# 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. 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)		Last 4 digits of Social Security number
Full Name while attending UCLA (Last, First Middle, max. 32 characters)		E-mail Address

### 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 (*electronic PDF not available*)  
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 Paper—3 business days ..... NO FEE

Expedited Paper—1 business day ..... \$ 15.00

Standard Electronic PDF—24 hours ..... NO FEE

Expedited Electronic PDF—30 minutes ..... \$ 15.00

### C. Delivery Method (select one)

In-Person Pickup—held for 14 days ..... NO FEE

U.S. first class mail ..... NO FEE

Electronic PDF (post-1980 only) ..... NO FEE

Fax to U.S. fax number ..... \$ 10.00

Fax to international fax number ..... 15.00

USPS priority mail express to U.S. addressee ..... 25.00

FedEx to U.S. addressee ..... 25.00

FedEx to international addressee ..... 35.00

### D. Paper Transcript Options (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. Electronic PDF Transcript Options (select)

LSAC  
Account Number (8 digits) L \_\_\_\_\_

AMCAS  
AAMC ID (8 digits) \_\_\_\_\_  
AAMC Transcript ID (7 digits) \_\_\_\_\_

Recipient E-mail Address \_\_\_\_\_  
Attention: \_\_\_\_\_  
E-mail Address \_\_\_\_\_

### F. Payment (select one)

	AMOUNT
<input type="checkbox"/> In-Person Order ..... \$	
Billed to your BruinBill account.	
<input type="checkbox"/> Mail Order ..... ENCLOSED \$	
Enclose check or money order payable to Regents-UC. Orders with incomplete information and/or insufficient payment are NOT processed.	

### G. Hold Order (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) \_\_\_\_\_  
(BA, MS, etc.) **TERM** \_\_\_\_\_

### H. Fax Delivery

Fax to — attention/name of organization; required (max. 32 characters)

Country code if applicable (int'l.) ( )	Area/city code ( )	Fax number
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Authorization Signature Required <i>I authorize release of my transcript as directed on this form.</i> <b>X</b>	Date (mm/dd/yyyy)
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RECIPENT MAILING LABEL Print recipient name and address legibly

OFFICE USE ONLY		
Processed by	Process date	Amount billed to BruinBill

# UCLA 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 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. 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.

### Please Note

- Unofficial transcripts (student copy) are available no charge through MyUCLA.
- 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. Order transcripts through the school website, or 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 UCLA Extension are ordered directly on its website; by mail from UCLA Extension, P.O. Box 24901, Dept. K, Los Angeles, CA 90024-0901; or call 310-825-9971.

## 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?

### TRANSCRIPT-RELATED FEES

Academic or Verification Transcript . . .	No Fee
Expedited Service . . . . .	\$ 15/addressee
Paper transcript order processed within one business day of receipt	
Electronic PDF transcript order processed within 30 minutes 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
Electronic PDF delivery . . . . .	No Fee

## 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 14 days are destroyed.

## 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 the Registrar's Office website** for transcript information.
- **Send e-mail** to a transcript specialist with questions about ordering regular and summer session transcripts.