

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. The **academic transcript** and **proof of enrollment** can be ordered online. This form should be used only when ordering transcripts or proof in person or by mail.

Student Information (All required to identify the student record—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

Proof of Enrollment (*post-1980 only*)
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. address 25.00

FedEx to U.S. address 25.00

FedEx to international address 35.00

D. Paper 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**

In-Person Order \$.
Billed to the student 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. Hold Order (select one)
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
(BA, MS, etc.)

H. Fax Delivery

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

Country code if applicable (int'l.) ()	Area/city code ()	Fax number
--	-----------------------	------------

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

X

RECIPIENT MAILING LABEL Print recipient name and address legibly

OFFICE USE ONLY		
Processed by	Process date	Amount billed to BruinBill

UCLA Transcript Order Instructions

Information on the order form is 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.

How do I order a UCLA transcript?

Academic transcripts and/or proof of enrollment 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 is sent automatically to the home UC campus by the middle of October.

Online

Order an [academic transcript](#) or [proof of enrollment](#) online. Anyone who has been a UCLA student may order a transcript using the online process.

By Mail

Use this form to order by mail. Send to UCLA Registrar's Office, Attn: Transcripts, Box 951429, Los Angeles, CA 90095-1429. For applicable fees, 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 the student BruinBill account and are due the 20th of the following month. A valid e-mail address is required in order for the student to receive notification of these charges. BruinBill account information is available through MyUCLA.

Note

- All outstanding obligations (financial, academic, or administrative) due to the University must be cleared before a transcript order can be processed.
- Transcript orders cannot be accepted by telephone, fax, or e-mail.
- Orders cannot be cancelled once they are submitted.
- The [unofficial transcript](#) (student copy) is available no charge through MyUCLA.
- The professional schools of Law, Medicine, and Dentistry process their own academic transcripts. Order transcripts through the school website, or contact the 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) 825-3708.

What kind of transcript should I order?

The **academic transcript** details the student's complete academic record, including courses, transfer credit, units, grades, GPA, degrees received, and in-term progress term information (if applicable).

Standard Processing

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.

The **proof of enrollment** includes the student's dates of attendance, term enrollment status, degree expected date, and degrees earned.

What fees do I owe?

TRANSCRIPT-RELATED FEES

Academic or Verification Transcript . . . **No Fee**

Expedited Service **\$ 15/address**

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 standard processing above)

Transcript Delivery Options

USPS first-class mail, U.S. address . . **No Fee**

USPS express mail, U.S. address . . . **\$ 25/address**

FedEx, U.S. address **\$ 25/address**

FedEx, international address **\$ 35/address**

Electronic PDF delivery **No Fee**

How long does it take to process an order?

Unless expedited service is requested, all orders, including pick-up orders, are processed within three (3) business days from the date the 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 a transcript at 1113 Murphy Hall. If the student authorizes another individual to pick up their transcript, the student must provide that individual with a Transcript Agent Authorization and a copy of the student's photo ID; and that person must provide their 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 students to speak with a specialist about a transcript order already submitted.
- See the [Registrar's website](#) for transcript information, the Schedule of Classes, and the *UCLA General Catalog*.
- **Send e-mail** to the [transcripts unit](#) with questions about ordering regular and summer session transcripts.