

University of San Diego

Request for Transcript of Record

- Official** (Requests for Official transcripts must be mailed with a check for \$5.00)
- Unofficial** (Unofficial transcript requests can be faxed or mailed; email is **NOT** accepted)

Student's Name: _____

Student ID No. : _____

Or Soc. Sec No. : _____

Phone Number/Email Address: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Forward Transcript To: Please Allow 7 working days for processing
(Student is Responsible for Address)

STUDENT: Please answer all questions:

Today's Date _____

No. of copies to be sent: _____ Separate Envelopes? Yes No

Last date attended U.S.D.: _____

	Yes	No
Are you currently enrolled?	<input type="checkbox"/>	<input type="checkbox"/>
Is this to be forwarded immediately?	<input type="checkbox"/>	<input type="checkbox"/>
Is this to be held until semester grades are posted?	<input type="checkbox"/>	<input type="checkbox"/>
Is this to be held until degree is posted?	<input type="checkbox"/>	<input type="checkbox"/>
Is this for an Extension Course?	<input type="checkbox"/>	<input type="checkbox"/>

Please Sign:

Please note requests cannot be processed without a signature.

Mailing Address: University of San Diego
Attn: Student Accounts
 5998 Alcalá Park,
 San Diego, CA 92110

Fax#: 619-260-4649

BUSINESS OFFICE USE ONLY

Transcripts Fee Paid-Rec. \$ _____

Account Clear-Release Transcript

Do Not Release Transcript

Holder NDSL Loan Account
