



# University of San Diego

## Request for Transcript of Record



**Are you a Law student? Paralegal or Continuing Education student?**  
**If yes, you must fill out a different form.**  
**Please visit their website for more information.**



- Official** (Request for Official transcripts must be accompanied with a \$10.00 payment per copy.)
- Unofficial** (Unofficial transcripts can be mailed or faxed; email requests are accepted if a signed request is attached.)

**Student's Name:** \_\_\_\_\_

**Student's ID#:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Forward Transcript To:** (Please allow 3 to 5 working days for processing.)  
(Student is responsible for the correct address.)

**Person/Institution:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**STUDENT:** Please answer all questions.

Today's Date: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_

Separate Envelopes?

Yes No

Are you currently enrolled? -----

Is the request to be forwarded immediately? -----

Is the request to be held until semester grades are posted? -----

Is the request to be held until the degree is posted? -----

**Please Sign:** \_\_\_\_\_

Please note requests cannot be processed without a signature.

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

Fax #: 619.260.4649

**BUSINESS OFFICE USE ONLY**

- Transcript Fee Paid-Amount Recv'd. \$ \_\_\_\_\_
- Account Cleared-Release Transcript
- Do Not Release Transcript
- Holder NDSL Loan Account
- Other: \_\_\_\_\_