



University of San Diego

Undergraduate and Graduate Transcript Request

For the fastest and most convenient ordering of your official transcript (including electronic), sign into your [MySanDiego](#) portal, or if you do not have access, go directly to [Parchment](#)

If you are a [Law School](#), [Paralegal Program](#), [Professional and Continuing Education](#) or [Franciscan School of Theology](#) student, please contact their respective offices directly to request a transcript as they maintain their own records

Transcript(s) Requested by: *Please print clearly.*

Name: _____

Student ID #: _____ Date of Birth: _____

I attended USD under a different name(s): _____

Home Address: _____
Number & Street Apt # City State Zip

Phone: _____ Email Address: _____

Last Date of Attendance: _____ Degree Received: _____ Are you currently enrolled? Yes No

By signing this form, I grant permission to the University of San Diego Office of the Registrar to release my records as indicated below:

Signature: _____ Date: _____
Physical signature required for processing

Number of Transcript(s) Requested: *Allow 3 to 5 business days for processing once received.*

Official Transcript - \$10 each. *Paper only. Mail this form to address below. Must be accompanied with a check.*

Unofficial Transcript - No charge. *Paper or electronic. Email this form to registrar@sandiego.edu*

Forward transcripts to: *Student is responsible for correct information.*

Email - unofficial only: _____

OR

Mailed - official or unofficial: _____

Name/Institution

Address

City

State/Country

Zip

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

Phone: (619) 260-2700 - Option 5
Fax: (619) 260-4649
Email: registrar@sandiego.edu
Website:
<https://www.sandiego.edu/torero-hub/student-records/transcripts.php>