

Transcript Request Form

Use this form to order official transcripts if you attended UCI as a regular or Summer Session student.

Extension students need to call (949)824-5414 for extension transcripts or go to http://unex.uci.edu/courses/general_info.asp#trans

Please print clearly.

Undergraduate Student ID#

(if known)

Name on UCI records:

Last First Middle

Graduate Student ID#

(if known)

Current name:

(if different)

Last First Middle

Social Security #

(optional, not required)

Date of Birth

MM

DD

YY

Current Address

Street

City

State

Zip

Total Number of Transcripts Requested →

Note: A single transcript order includes both undergraduate and graduate records.

When to send my transcript(s)

___ **Send Now**, or ___ **Hold** for which of the following:

___ Grades from _____ (qtr & year)

___ Degree from _____ (qtr & year)

___ Other (specify on reverse)

Phone

Email

Former Students: Shall we update your address on file with the address above? ___

Current students may update their addresses on file through *StudentAccess*.

Send my official transcript to:

Name or Institution

Street Address

City

State

Zip

Contact Phone (required for overnight requests)

Contact Email

Send to student address
as listed above

Number of copies
to this address

Send my transcripts via:

First Class Mail (default)
no additional charge

Rush Delivery
additional charge applies*

Fax (domestic only)
additional charge applies*

Fax number

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additional charge applies*

Fax (domestic only)
additional charge applies*

Fax number

Signature (required)		Date	Fees for Transcripts: \$10.00 flat fee per copy *Domestic FedEx or USPS Express + \$15.75 per address *International FedEx or USPS Express + \$25.00 per address *Fax (domestic only) + \$6.00 per fax number \$10 fee includes first class mail postage. Rush Delivery is sent via Federal Express or USPS Express mail. When faxing, original will follow via first class mail if address is provided.
Make checks or money orders payable to UC Regents. (Credit/ATM cards not accepted.)		Send this form and payment to: UCI Central Cashier 228 Aldrich Hall Irvine, CA 92697-1975	