



REQUEST for OFFICIAL TRANSCRIPTS

UC IRVINE • UNIVERSITY REGISTRAR

Use this form only if you are (a) a visiting Summer Session student or (b) a self-supporting degree program student.

Students only attending UCI's Division of Continuing Education should go to <https://ce.uci.edu/resources/academic/transcripts/>.

All other students covered by the document fee should order transcripts here: <https://www.reg.uci.edu/services/transcripts/>.

Name on UCI records (Last, First, Middle)

Undergraduate Student ID # (if known)

Current Name (if different)

Graduate Student ID # (if known)

Current Street Address

Date of Birth: ___ / ___ / ___

City State Zip Code

Social Security # (optional, not required)

Phone Number Email Address

Former Students: Update my address on file with the address above. Current students can update their addresses on file through [StudentAccess](#).

Send this form and payment to:
UCI Central Cashier
228 Aldrich Hall
Irvine, CA 92697-1975
Make checks or money orders payable to: **UC REGENTS.**
(Credit/ATM cards not accepted)

In person pickup
No address necessary.
Bring payment & form to Central Cashier.
Valid ID required.

Fees: \$17.00 per copy (includes USPS first class postage)
* Express Delivery additional \$25.00 per address
(Express Delivery is sent via Federal Express or USPS Express mail.)

Send my official transcript to: Address below Current address listed above
Name or Institution
Street Address
City State Zip Code
Contact Phone (required for express deliveries) Contact Email

Number of Copies:
 Send Now
 Hold for the following:
 Grades
 Degree _____
 Other (qtr & year)
Express Delivery *

Send my official transcript to: Address below Current address listed above
Name or Institution
Street Address
City State Zip Code
Contact Phone (required for express deliveries) Contact Email

Number of Copies:
 Send Now
 Hold for the following:
 Grades
 Degree _____
 Other (qtr & year)
Express Delivery *

I authorize UCI to provide my academic transcript(s) as instructed on this form.

Student Signature

University Registrar
www.reg.uci.edu • (949) 824 - 6124

Date