

UCLA Transcript Order



INSTRUCTIONS

Before completing this form, refer to the attached information sheet to learn more about ordering transcripts. Transcripts can be ordered online through URSA at <http://www.ursa.ucla.edu>. This form should be used only when ordering transcripts in person or by mail.

Student Information (All required to identify your record—please print clearly)

9-Digit UCLA ID (if available)		Date of Birth	Telephone	
Full Name (Last, First Middle)				
Full Name while attending UCLA (Last, First Middle, max. 32 characters)			E-mail Address	
Current Mailing Address – Street (max. 32 characters)			Country	
City	State	ZIP/Postal Code	Province (Canada only)	
First term attended at UCLA		Last term attended at UCLA		

A. Transcript Order	FEE
<input type="checkbox"/> Official Academic Transcript complete academic record, including courses, grades, GPA, work in progress (if applicable), and degrees received _____ copy(s)	\$ 10.00 each
<input type="checkbox"/> Official Verification Transcript dates of attendance, term enrollment status, degrees received, and degree expected date _____ copy(s)	10.00 each

B. Processing Time (select one)	FEE
<input type="checkbox"/> Standard — 3 business days	\$ 0.00
<input type="checkbox"/> Expedited — 1 business day	10.00

C. Delivery Method (select one)	FEE
<input type="checkbox"/> In-Person Pick-Up — held for 30 days	\$ 0.00
<input type="checkbox"/> U.S. First Class Mail	0.00
<input type="checkbox"/> Domestic Fax	5.00
<input type="checkbox"/> International Fax	10.00
<input type="checkbox"/> U.S. Express Mail	20.00
<input type="checkbox"/> Federal Express Domestic Mail	20.00
<input type="checkbox"/> Federal Express International Mail	32.50

D. Special Handling — Optional (select one)	FEE
<input type="checkbox"/> Attach separate document (AMCAS, PharmCas, LSAC, other schools, NSF, etc.)	\$ 0.00
<input type="checkbox"/> Complete good student discount form	10.00
<input type="checkbox"/> Complete separate document and attach to order	15.00
<input type="checkbox"/> Signature on envelope and/or complete separate document and attach to order	15.00
<input type="checkbox"/> Other _____	

Total Due \$ _____

E. Hold Order — Optional (select one)	NO FEE
For academic transcript only	
<input type="checkbox"/> Hold order for term grades Allow 2 to 3 weeks after term ends	TERM _____
<input type="checkbox"/> Hold order for degree term Allow 6 to 8 weeks after award date Title of degree(s) _____ (B.A., M.S, etc.)	TERM _____

F. Payment (select one)	AMOUNT
<input type="checkbox"/> In-Person In-person orders at the service window (1113 Murphy Hall) are billed to your BAR account.	TO BILL \$ _____
<input type="checkbox"/> Mail Order Enclose check or money order payable to Regents-UC. Orders with incomplete information and/or insufficient payment are NOT processed.	ENCLOSED \$ _____

G. Delivery (select one)
<input type="checkbox"/> Mailing instructions — for mail delivery only
MAIL TO <input type="checkbox"/> Current mailing address as shown above <input type="checkbox"/> Different mailing address — complete mailing label below
<input type="checkbox"/> Fax information — for fax delivery only
Country code if applicable (int'l.) () Area/city code () Fax number _____
Fax to — attention/name of organization; required (max. 32 characters)
<input type="checkbox"/> Pick-up date — for in-person delivery only

Authorization Signature Required <i>I authorize release of my transcript as directed on this form.</i> X	Date (mm/dd/yyyy)
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MAILING LABEL Print name and address if different from student information above

OFFICE USE ONLY		
Processed by	Process date	Amount billed to BAR

UCLA Transcript Order Instructions



This information has been released in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) and cannot be further disclosed without the prior written consent of the student. All outstanding obligations (financial, academic, or administrative) due to the University must be cleared before the transcript order can be processed.

STANDARD PROCESSING OF TRANSCRIPT ORDERS

Official UCLA transcripts are produced on security paper and sent through regular U.S. Mail in a blue, sealed envelope marked *Official Transcripts Enclosed*. No additional seals, signatures, or other markings are considered necessary on the outside of the envelope. Additions, modifications, or special requests beyond this processing are considered special handling and subject to additional charges.

How do I order a UCLA transcript?

Transcripts can be ordered online, by mail, or in person.

Online

Order regular session or Summer Sessions academic and/or verification transcripts online through URSA at <http://www.ursa.ucla.edu>. Anyone who has been a UCLA student may order a transcript using the online process through URSA.

By Mail

Use this form to order by mail. Send to UCLA Registrar's Office, Attn: Transcripts, Box 951429, Los Angeles, CA 90095-1429. Enclose a check or money order made payable to Regents-UC. Orders with insufficient payment are not processed.

In Person

Use this form to order in person at Enrollment and Degree Services, 1113 Murphy Hall. Charges are posted to your BAR (Billing and Receivable) account and are due the 20th of the following month. A valid e-mail address is required in order for you to receive notification of these charges. BAR account information is available through URSA at <http://www.ursa.ucla.edu>.

Please Note

- Student copy (unofficial) transcripts are available free at 1113 Murphy Hall.
- Transcript orders cannot be accepted by telephone, fax, or e-mail.
- The professional schools of Law, Medicine, and Dentistry process their own academic transcripts. Contact your respective Student Affairs Office for specific mailing instructions.
 - School of Dentistry (310) 825-8311
 - School of Law (310) 825-2025
 - School of Medicine (310) 825-6282
- Transcripts for University Extension are ordered direct from University Extension, P.O. Box 24901, Dept. K, Los Angeles, CA 90024-0901, or call (310) 825-3708.

What kind of transcript should I order?

Academic Transcripts detail your complete academic record, including courses, transfer credit, units, grades, GPA, degrees received, and in-term progress term information (if applicable).

Verification Transcripts include your dates of attendance, term enrollment status, degree expected date, and degrees received.

What fees will I owe?

FEE SCHEDULE

Academic or Verification Transcript . . .	\$ 10/copy
Expedited Service	\$ 10/address mailed
Your order is processed within 24 hours of receipt	
Fax	
Domestic	\$ 5/fax number called
International	\$ 10/fax number called
Confidentiality cannot be guaranteed on an outgoing fax	
Special Handling	\$ 15
All requests beyond the standard processing (see box above)	
Special Mailing	
Express Mail	\$ 20.00/addressee
Domestic FedEx	\$ 20.00
International FedEx	\$ 32.50

How long does it take to process my request?

Unless you request expedited service, all orders, including pick-up orders, are processed within three (3) business days from when the order is submitted/received. A longer processing time may be required during peak periods. Delivery times are not included in processing time and vary according to local postal services for the destination address. Delivery schedules also vary for express mailing carriers.

Photo identification is required to pick up your transcript at 1113 Murphy Hall. If you authorize another individual to pick up your transcripts, you must provide that individual with a letter of authorization and that person must provide his or her own photo ID.

Transcripts ordered for pick-up and not claimed within 30 days are destroyed.

What if my transcript does not arrive?

If, after 15 days from the date of your order, your transcript has not arrived at its intended destination, notify Enrollment and Degree Services at (310) 825-1091, option 6. Notifications of non-receipt are accepted up to 90 days after your order date. After 90 days, you must place a new order.

What if I have a question about ordering transcripts?

- **Call (310) 825-1091, option 6.** This telephone number provides recorded ordering instructions and allows you to speak with an Enrollment and Degree Services Specialist about a transcript order you have already submitted.
- **See <http://www.registrar.ucla.edu>** for the *Schedule of Classes* and the *UCLA General Catalog*.
- **Send an e-mail message** to transcripts@registrar.ucla.edu with questions about ordering regular session and Summer Sessions transcripts.