





# Official Transcript Request

Office of the Registrar

1409 Walnut Grove Avenue, Rosemead, CA 91770

Phone 626.571.8811 ~ Fax 626.571.1413

**1. Complete and sign this form      2. Submit approved form to Registrar@uwest.edu      3. Pay Accounting**

**Processing Time & Price:** Prepared Same Day @ \$25.00      Prepared Next Business Day @\$15.00      Regular @\$10.00 > Allow 5 business days

*Order must be received no later than 10 am to be mailed same day.*

**Expedited Shipping:** \$8.50 USPS Priority Mail (US addresses only)      Cost of international shipping is based upon destination and availability

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Name (s) Used: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Program: \_\_\_\_\_ Degree: \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

*Transcript cannot be released without your signature. By signing this document, you authorize the release of your transcript as noted. Official transcripts are sealed and sent via US Mail unless an alternative form of delivery is indicated below. An opened transcript will not be revalidated or resealed. NOTE: Suspensions and expulsions are recorded on the official transcript.*

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Special Instructions      Hold for final grades in current term      Hold for posting of degree**

**Pick Up      Select Processing Time & Quantity**

Regular (5 days): \_\_\_\_\_ Qty      Prepared Next Day: \_\_\_\_\_ Qty      Prepared Same Day: \_\_\_\_\_ Qty

**RELEASE TO THIRD PARTY** *The university cannot release your transcript to a third party without your express written approval.*

Name [ID required at time of pickup] \_\_\_\_\_ Relationship \_\_\_\_\_

**Mail      Select Processing Time & Quantity**

Regular (5 days): \_\_\_\_\_ Qty      Prepared Next Day: \_\_\_\_\_ Qty      Prepared Same Day : \_\_\_\_\_ Qty

MAIL TO  
Name/Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

**Digital Transcript      Select Processing Time**

Regular (5 days): \_\_\_\_\_      Prepared Next Day: \_\_\_\_\_      Prepared Same Day: \_\_\_\_\_

**Digital transcripts will not be released to students.**  
**Digital transcripts are official only if emailed from Office of the Registrar directly to a recognized institution or agency.**  
**Verify institution accepts emailed pdfs as official before ordering. No credit will be issued if transcript is not accepted as official.**

EMAIL TO    Official's Name/Institution \_\_\_\_\_

Email Address (cannot be sent to a personal email account) \_\_\_\_\_

**Payment required before transcript(s) may be released. Transcript(s) may be released only if the student has no outstanding obligations to the University. Expedited shipping is available for an extra charge.**

**TOTAL ORDER    QTY \_\_\_\_\_ @ Regular      \$ 10.00 each**  
**QTY \_\_\_\_\_ @ Prepared Next Day      \$ 15.00 each      Expedited Shipping: \_\_\_\_\_**  
**QTY \_\_\_\_\_ @ Prepared Same Day      \$ 25.00 each      TOTAL PAYMENT DUE: \_\_\_\_\_**

**For Office Use Only**    Date Form Received: \_\_\_\_\_      Accounting Clearance    Amount Paid: \_\_\_\_\_      Approved By: \_\_\_\_\_

Date Sent/Released: \_\_\_\_\_      Prepared By: \_\_\_\_\_