

INSTRUCTIONS

Official academic transcripts may be ordered online through rweb.ucr.edu, by mail, or in person. For additional information about ordering transcripts, please refer to our website at Registrar.ucr.edu.

STUDENT INFORMATION (Required-please print clearly)

Student ID Number _____ E-mail Address _____

Name (Last, First, Middle) _____

Former Name while attending UCR (Last, First, Middle) _____

Date of Birth _____ Telephone _____

SERVICE OPTIONS AND FEES

Processing time does not include mail delivery time. Please indicate the number of copies requesting.

- _____ Standard (Processed in 5-7 business days)..... No cost
- _____ Rush Transcript (Processed next business day after 2 pm)..... \$10 per transcript
- _____ Rush and Priority Mail Express (Domestic)..... \$33.75 per transcript
- _____ Rush and Priority Mail Express (International Canada)..... \$51.50 per transcript
- _____ Rush and Priority Mail Express (International-all others)..... \$71.50 per transcript

DELIVERY METHOD

- In-Person Pickup (held for 30 calendar days)
- Mail to: Recipient Name _____
 Address _____

 City, State, Zip Code _____
 Country _____

SPECIAL INSTRUCTIONS

- Hold for grades* Attach separate document (i.e. AMCAS, PharmCAS, LSAC, etc.)
- Hold for degree posting Attended prior to Fall 1981
- Other: _____

REGULATIONS GOVERNING TRANSCRIPTS

1. Please make check/money order payable to "Regents U.C."
2. Students who wish to order multiple transcripts to one address via express mail may order in person or mail the paper request form to ensure a single express mail charge.
3. Orders cannot be adjusted, changed, corrected, canceled, or refunded after submission.
4. Holds and financial obligations to the University must be cleared before transcripts are processed.
5. An OFFICIAL transcript bears the signature of the Registrar and the seal of the University.
6. *Transcripts requested to be held for grades are mailed on the Friday AFTER the quarter ends, regardless if faculty have submitted grades or if there are incompletes. Orders designated for pick-up will be available after 2pm on that Friday. Refunds will not be issued if grades are missing or not changed as of this date. For dates please visit our academic calendar online at registrar.ucr.edu.

PURSUANT TO PROVISIONS OF THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (PUBLIC LAW 93-380), I GRANT PERMISSION FOR RELEASE OF MY ACADEMIC RECORD AS INDICATED ON THIS FORM:

SIGNATURE _____ **DATE** _____