



Office of the Registrar

500 El Camino Real
Santa Clara, CA 95053
408) 554-4331
Fax: 408) 554-6926

OFFICIAL TRANSCRIPT
REQUEST FORM

(RUSH and PICK-UP SERVICE NOT PROVIDED. Please allow 3-5 Working Days to Process.)

No Charge for Official Transcripts

(Please print)

Name SCU ID# or SSN#
Address Other name(s) used at Santa Clara
Birthdate
Phone Number
Email address:

Please fill in the blanks below to help us process your request promptly.

Are you currently enrolled at SCU?
Did you receive a degree from SCU?
If yes, please specify: Degree Date

Programs currently attending and/or previously attended (please check all applicable programs):

Undergraduate Graduate Engineering MBA Law Counseling Psychology
Education Pastoral Ministries Other
Continuing Education (please indicate dates/courses):

*** IF YOU ATTENDED PRIOR TO 1989, ALLOW 10-15 WORKING DAYS TO PROCESS

Special Instructions:

TOTAL NUMBER OF COPIES REQUESTED FORMS ATTACHED (to include with Official Transcript)

(WE DO NOT PROVIDE RUSH OR PICK-UP SERVICE FOR TRANSCRIPT REQUESTS, NO EXCEPTIONS.)

FAX transcript to:
Attn:

(Please note: Transcripts become "unofficial" when faxed)

MAIL transcripts to (attach list of additional addresses, if necessary)

Signature Date

- In accordance with the Family Education Rights and Privacy Act of 1974, your academic record cannot be released without your written consent.
No transcripts will be released while any charges remain unpaid.
SCU transcripts include coursework from all programs taken at Santa Clara University.

Official Use Only: Initials Date: