



Office of the Registrar

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Santa Clara, CA 95053
408) 554-4331
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OFFICIAL TRANSCRIPT
REQUEST FORM

Effective July 1, 2007: No Charge for Official Transcripts

(Please print)

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

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):

ALLOW 3 -5 WORKING DAYS OR 5-7 WORKINGS DAYS TO PROCESS IF YOU ATTENDED PRIOR TO 1989

Special Instructions:

TOTAL NUMBER OF COPIES REQUESTED
FAX transcript to:
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: