



Office of the Registrar

500 El Camino Real
Santa Clara, CA 95053
408) 554-4331
Fax: 408) 554-6926
email: registrar@scu.edu

**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# _____
Last First Middle (If SCU ID# unknown, must provide birthdate)

Address _____ Birthdate _____

Other name(s) used at Santa Clara _____

Phone Number _____

Email address: _____

(If you do not have access to a fax machine, please scan and email completed form to registrar@scu.edu)

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

Are you currently enrolled at SCU? Yes No Dates of Attendance _____

Did you receive a degree from SCU? Yes No ***Attendance prior to 1989? Yes No

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. Third party requests for your transcript will not be honored without your written consent.
- No transcripts will be released while any charges remain unpaid. Processing will not begin until the Office of the Registrar has received notification of financial clearance.
- SCU transcripts include coursework from all programs taken at Santa Clara University. Transcripts from high schools or other institutions cannot be duplicated. You must apply directly to each school for your transcript.

Official Use Only: Initials _____ Date: _____