



Office of the Registrar

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

OFFICIAL TRANSCRIPT
REQUEST FORM

Effective July 1, 2007: No Charge for Official Transcripts

(Please print)

Name Last First Middle SCU ID# or SSN# (SCU ID# Preferred)

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? Yes No Dates of Attendance

Did you receive a degree from SCU? Yes No Attendance prior to 1988? 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):

Special Instructions:

- SEND NOW (allow 3-5 working days or 5-7 working days to process if you attended prior to 1989)
HOLD UNTIL GRADES ARE POSTED (allow one month from the end of term; three months for Law)
HOLD UNTIL DEGREE IS POSTED (allow six weeks from the end of term)

Total number of copies requested Mail Pickup Fax (unofficial)

Attn:

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

Four horizontal lines for providing additional mailing addresses.

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: