

Mail to: UC Davis Extension
 Attn: Transcripts
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Transcript Order Form

Name _____ Daytime Telephone Number _____
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*UC Davis Extension is required by federal law to report your Social Security Number (SSN) and other pertinent information to the Internal Revenue Service pursuant to the reporting requirements imposed by the Taxpayer Relief Act of 1997. UC Davis Extension also will use the SSN you provide to verify your identity. SSN disclosure is mandatory. This notification is provided to you as required by the Federal Privacy Act of 1974.

Former name(s) and addresses used if different from above _____

Courses List: Please provide as much information as possible on the courses you took to assist in expediting your transcript—include course title, quarter and year taken, credit type and course number or project code, if known.

Course Title	Quarter/Year	Academic/Noncredit (NC)	Course Number/Project Code

Do you want your transcript held for pending grades?

- Yes, please hold until grades received (you will be notified if this delays your transcript more than two weeks).
 No, please send immediately. An IP (In Progress) grade will be added for academic courses without final grades.

Rush processing is not available for transcripts requiring research to update academic records for courses not in the database. Transcripts with academic courses completed prior to 1990 may take more than 5 to 7 working days to process. Please call Extension at (530) 757-8877 to confirm the availability of your transcript.

Send transcripts to: (If transcript is to be mailed to you at the address above, write "self." Please be sure to include complete addresses; for educational institutions, give the department to which transcript is to be mailed, e.g., Admissions, Registrar, Graduate Studies.)

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