

Transcript Order Form

Mail to: UC Davis Extension
 Attn: Transcripts
 1333 Research Park Drive
 Davis, CA 95618-4852
 (800) 752-0881

Questions? Call us at:
 (530) 757-8777

Fees: *Standard* — \$10 per copy
 5-7 working days from receipt of your request.
 Excludes mailing time.
Rush — \$20 per copy
 1 working day from receipt of your request.
 Excludes mailing time.

Make checks payable to UC Regents.

Name _____ Daytime Telephone Number _____

Address _____ Social Security Number* _____

_____ *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.

Email address _____

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

Pending Grades

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 UC Davis Extension at (530) 757-8563 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, include the department to which transcript is to be mailed, e.g., Admissions, Registrar, Graduate Studies.)

Name & Address	# Copies	Name & Address	# Copies

- Regular processing @ \$10 per copy (includes cost of mailing)
- Rush processing @ \$20 per copy (includes cost of mailing)

_____ Amount enclosed

Attach additional pages if necessary.

Payment Information (Incorrect/incomplete payment may delay your order.)

Paid by: MasterCard Visa American Express Discover Credit card number _____
 Cash (do not mail cash) Check

Name on credit card _____ Credit card verification number _____ The CCV is the last three digits of the number printed on the back of your credit card (for American Express it is the last four digits of the number printed on the front).

Please note: For security purposes, we can no longer accept credit card payments via fax.

Expiration Date _____

Signature of credit card holder _____

I certify that I am the above named person, and the information I have provided is accurate.

Signature _____ Date _____