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TRANSCRIPT REQUEST FORM

Select a **service**, a **processing time**, and a **delivery method**. Fees are subject to change. Use one form per address. Current students: Do not use this form. Order online via the student portal: http://saa.ucsf.edu/studentportal Transcripts will not be released if you have holds on your record; submit form only after holds have been cleared.

SERVICE				_		Camalaa
Official Transcript	Qty	_ X	\$15		\$	Service
PROCESSING TIME						
Standard – normally 4 business days	Qty	×	*0 –	→	\$	Processing Time
Rush — by 4 PM next business day						
rush fee is per address or fax number	Qty	. ×	\$25			
DELIVERY METHOD						D. II
Standard				-	\$	Delivery Method
First-Class Mail (Domestic or International)	Qty	×	\$0			
Fax or e-mail only (no hard copy)	Qty.	×	\$0		\$	TOTAL
provide recipient name & fax or e-mail at right		· ^		7		
Fax plus First-Class Mail provide recipient name and fax # at right	Qty	. ×	\$ 5			
Pick up at Office of the Registrar:		1		Fax or	e-mail contact informa	ntion:
Parnassus Mission Hall	Qty	. ×	\$0			
Expedited Delivery and Special Postal Services				Recipien	it name	
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FedEx Standard Overnight (not available to PO boxes, AK, or HI)	Qty	×	\$20	Fax num	ber or e-mail address	
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USPS Priority Mail (1-3 days, not guaranteed)	Qty	. ×	\$9	☐ Vi	sa, M/C, Discover, An	nex (<i>mail or fax — no e-m</i>
USPS Certified (First Class, tracking, signature req'd)	Qty.	×	\$7			
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School or Graduate Program				We car	•	d information via e-mail. and we will call you for
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