TRANSCRIPT REQUEST FORM

To avoid processing delays, please print legibly and complete all applicable sections. Requests may take up to five business days to process and will only be processed once payment has cleared.

Name (as it was when you attended USM): ___________________________________________________________________

Are you requesting Official (sealed) Transcripts? (Yes or No): __________________________________________

(Please order official and unofficial transcripts using separate forms)

Please provide the exact address(es) of where to send the transcript(s):

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

You may attach additional sheet(s) of addresses if necessary.

Student Signature Required: ________________________________

Please provide a contact phone number should we have any questions: ________________________________

If you request “Official” transcripts to be sent directly to you, they will be put in a sealed envelope inside a larger envelope. Please include any additional information that you deem important for us to know about your request in order to satisfactorily process your request.

The cost for each transcript (official or unofficial) is $5.

Please mail this completed form to:

University of Santa Monica
2107 Wilshire Blvd.
Santa Monica, CA 90403
Attention: Registrar

Please include a check or money order payable to:

University of Santa Monica

Or you may it fax to:

(310) 453-5641
Attention: Registrar

All fax orders must be paid by credit card.

Type of card: __________________________

Card #: __________________________

Name as it appears on card:

______________________________________________________________________________________________

Expiration Date: __________________________

Amount to be charged to card: ______________

You may also hand-deliver your request to USM, in which case payment may be made via cash, check, or credit card.

Revised: 6/27/14