



**INSTRUCTIONS:** This form must be filled out completely in order to be processed. Submit with payment in-person at PSU, via fax to (323)731-7276 or email at [studentservices@psuca.edu](mailto:studentservices@psuca.edu). Grades must be posted by instructors before all grades can be shown on your transcript. Fees must be submitted before transcript request will be processed; otherwise the request will be placed on hold until full payment is received. No service will be given to student whose financial obligations to Pacific States University have not been satisfied. Release of this information is restricted under the Family Educational Rights and Privacy Act of 1974, (Buckley Amendment).

### Student Information (All information required to identify your record—must print CLEARLY)

PSU Student ID			Date of Birth (mm/dd/yyyy)		
Full Name (Last, First Middle)					
Full Name while attending PSU (Last, First Middle)					
Current Mailing Address – Street					
City		State	ZIP/Postal Code		Country
Telephone			E-mail Address (If current student must use PSU email)		

#### A. Official Transcript Request

Degree/Program: \_\_\_\_\_  
Major: \_\_\_\_\_  
Did you graduate from Pacific States University? ☐ Yes ☐ No  
If yes, when did you graduate? \_\_\_\_\_  
If no, dates attended: from \_\_\_\_\_ to \_\_\_\_\_  
☐ Please process my transcript(s) request when all grades are posted.  
\$10.00 x \_\_\_\_\_ copy(s)

#### B. Processing Time (select only one; excludes delivery time)

Requests received after 4:30 PM will begin processing the next business day.

- ☐ Standard – 5 business day NO FEE  
(Note: Delays in processing may occur during both grading and registration periods.)  
☐ Expedited – 1 business day \$20.00/copy

#### C. Delivery Method (only one delivery method per copy)

- ☐ In-Person Pick-Up NO FEE  
(Note: Photo identification is required to pick up your transcript(s). If you authorize another individual to pick up, you must email Student Services a letter of authorization and that person must provide his or her own photo ID. The document(s) requested for pick-up and not claimed within 30 days is destroyed.)  
☐ Email (to official government/official school email only) NO FEE  
☐ U.S. first-class mail – domestic NO FEE  
(Note: Transcript(s) requested to be delivered via this method may not be replaced if lost, stolen, or damaged.)  
☐ U.S. first-class mail – international \$10.00  
(Note: Transcript(s) requested to be delivered via this method may not be replaced if lost, stolen, or damaged.)  
☐ FedEx to U.S. addressee \$25.00  
☐ FedEx to international addressee \$100.00

#### D. Payment (select one)

- ☐ In-Person (only for in-person submission)  
☐ Credit Card (Visa or MasterCard only; \$10 minimum required)  
Name on Card: \_\_\_\_\_  
Credit Card Number: \_\_\_\_\_  
CV Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

#### E. Delivery (select one)

##### I. Mailing instructions – for mail delivery only

- ☐ Mail to current mailing address as shown above  
☐ Mail to different mailing address below

Mailing Label – Print name and address legibly

##### II. Email information – for email delivery only

- ☐ Email to official government / official school email address below

\_\_\_\_\_

Total Due \$ \_\_\_\_\_

**Please include a copy of a valid government-issued photo ID (driver's license or passport, etc.) for proper identification verification.**

Authorization Signature Required (Digital or electronic signature is not accepted)	Date Signed (mm/dd/yyyy)
<b>X</b>	

OFFICE USE ONLY					
Amount Paid	Received Date	Verified by Finance Office	Processed by Registrar	Mailed out by	Notes
Receipt No.	Received by	Verified Date	Processing Date	Mailing Date (if applicable)	