



INSTRUCTIONS: This form must be filled out completely and legibly. Submit with payment in-person at PSU, via fax to **(323) 731-7276** or email to **studentservices@psuca.edu**. Service will not be rendered to students whose financial obligations to Pacific States University have not been satisfied. Requests will not be processed until required fees are received.

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. Document

- ☐ Degree Verification \$10.00 x _____ copy(s)
☐ Enrollment Verification \$10.00 x _____ copy(s)
☐ MetroPass Letter \$10.00 x _____ copy(s)
☐ Tuition Payment History \$10.00 x _____ copy(s)
☐ I-20 (☐ Check for travel endorsement) \$20.00 x _____ copy(s)
☐ Others: _____ \$ _____ x _____ copy(s)
(Please check with the office for the fee confirmation)

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 per 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 requested document(s). If you authorize another individual to pick up, you must provide that 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 NO FEE
☐ Fax to U.S. or international fax number NO FEE
☐ U.S. first-class mail – domestic NO FEE
(Note: Document(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: Document(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. Fax information – for fax delivery only

(_____) (_____) (_____)
 Country code Area / City Code Fax Number
 if applicable (intl)

III. Email information – for email delivery only

- ☐ Email to email address as shown above
☐ Email to different email address below

Total Due \$ _____

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