Official Transcript Request

INSTRUCTIONS
Official academic transcripts may be ordered online through rweb.ucr.edu, by mail, or in person. For additional information about ordering transcripts, please refer to our website at registrar.ucr.edu.

STUDENT INFORMATION (Required - Please print clearly)
Student ID Number _____________________ E-mail Address______________________________
Name (Last, First, Middle) ____________________________________________________________
Former Name while attending UCR (Last, First, Middle) _______________________________________
Date of Birth __________________________ Telephone ________________________________

SERVICE OPTIONS AND FEES
Processing time does not include mail delivery time. Please indicate the number of copies being requested.

_____ Standard (Processed in 5-7 business days)…………………………………………………………………….. No cost
_____ Rush Transcript (Processed next business day after 2 pm)…………………………………………………. $10 per transcript
_____ Rush and Priority Mail Express (Domestic)…………………………………………………………………… $33.75 per transcript
_____ Rush and Priority Mail Express (International Canada)………………………………………………….. $51.50 per transcript
_____ Rush and Priority Mail Express (International-all others)……………………………………………... $71.50 per transcript

DELIVERY METHOD
☐ In-Person Pickup (held for 30 calendar days)
☐ Mail to:  Recipient Name ________________________________________________________________

Address
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________

City, State, Zip Code ________________________________________________________________

Country ________________________________________________________________

SPECIAL INSTRUCTIONS
☐ Attach separate document (i.e. AMCAS, PharmCAS, LSAC, etc.)
☐ Attended prior to Fall 1981
☐ Other: ________________________________________________________________

REGULATIONS GOVERNING TRANSCRIPTS
1. Please make check/money order payable to “Regents U.C.”
2. Students who wish to order multiple transcripts to one address via express mail may order in person or mail the paper request form to ensure a single express mail charge.
3. Orders cannot be adjusted, changed, corrected, canceled, or refunded after submission.
4. Holds and financial obligations to the University must be cleared before transcripts are processed.
5. An OFFICIAL transcript bears the signature of the Registrar and the seal of the University.

PURSUANT TO PROVISIONS OF THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (PUBLIC LAW 93-380), I GRANT PERMISSION FOR RELEASE OF MY ACADEMIC RECORD AS INDICATED ON THIS FORM:

SIGNATURE ___________________________ DATE ____________________

Updated 08/05/2019