

University of La Verne - Registrar's Office
TRANSCRIPT REQUEST/CREDIT CARD AUTHORIZATION FORM

Options for Requesting Transcripts	
Options	You Have Two Options To Choose From:
1.	Print out and complete this form and send it with the student's signature and check or credit card information to Registrar, University of La Verne, 1950 3rd St., La Verne, CA 91750
2.	Print out and complete this form and fax it with the student's signature and credit card information to (909) 392-2703
The University does not currently accept transcripts by e-mail. For further information call (909) 593-3511, ext. 4014.	

STUDENT INFORMATION (All information but Fax and Maiden Name must be provided)		
Student's Legal First Name	M.I.	Student's Legal Last Name
Student's Maiden Name	Student's Street Address	
City of Residence	State	Zip Code
ID Number		Date of Birth
Daytime Telephone Number		Fax Number

Dates of Attendance at University of La Verne			
From (Term and Year):		To (Term and Year):	

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When Should the Transcript(s) Be Processed?	
Date Transcript Should Be Processed:	Check One
Now, although grades are missing:	
After Final Grades are Posted:	
After Degree is Posted:	
Other (Specify at right):	

Program Attended (Circle One)								
AAIC	CAPA	SCE	Graduate	EPIC	Paralegal	Law	Doctoral	Pre-College

Where to Send Transcripts?				
I hereby authorize the University of La Verne to release _____ copies of my official transcript to the following address/addresses (<i>Student's Signature Required</i>):				
1.	Send _____ copy/copies to the following:			
	Street Address	City of Address	State	Zip Code
2.	Send _____ copy/copies to the following:			
	Street Address	City of Address	State	Zip Code
3.	Send _____ copy/copies to the following:			
	Street Address	City of Address	State	Zip Code
Student's Signature			Date	

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TRANSCRIPT COSTS and RESPONSE TIME OPTIONS	
Check One	Cost and Response Time
	Pay \$6 and the transcript will be sent within 7-10 working days after the Registrar has received the request.
	Pay \$26 and the transcript will be sent within 24 hours after the Registrar has received the request. (Special delivery costs, if requested, are additional.)

SPECIAL DELIVERY COSTS (Optional Additional Expense to Student)		
Check If Desired	Delivery Description	Cost (Include with Request)
	DHL overnight	\$9.00
	Federal Express	\$15.00
	Priority Mail	\$3.00
	Certified Mail	\$2.20 + postage
	Registered Mail	\$3.50 + postage
Actual delivery times are the responsibility of each mail delivery provider. Alaska and overseas destinations usually cannot be made overnight; the delivery service provider may require an additional 2-3 days.		

Payment Must Be Included With All Transcript Requests (A signature and the following information is required for all credit card charges.)	
Card Type (MasterCard/Visa /AMEX /Discover)	Credit Card's Expiration Date
Cardholder's Signature	Date