

TRANSCRIPT REQUEST FORM

Last Name

First Name

Middle Initial

Address

Street

City

State

Zip

Phone

Date of Birth

Last 4 SSN

Student ID if known

Email

Graduated:

Yes

No

Dates of Attendance: From:

To:

Student's Signature

Date

REGULAR SERVICE

Mail Pick Up

Number of copies requested _____

\$10.00 per transcript

Transcripts will be processed within 10 business days

RUSH TRANSCRIPT SERVICE

Mail Pick Up

Number of copies requested _____

\$30.00 Rush Fee, additional transcripts are \$10.00 each.

Rush Transcript(s) will be processed within 2 business days.

SAVE MONEY...ORDER YOUR TRANSCRIPTS ONLINE!

West Coast University has partnered with National Student Clearinghouse for transcript ordering. Orders can be placed online, 24 hours a day and can even be sent electronically*. To access this feature, please visit your student portal at myportal.westcoastuniversity.edu. Students who attended/graduated WCU prior to May 1997 cannot use this service and must order Transcript from the Los Angeles Campus. Please visit westcoastuniversity.edu/current-students/university-registrar for details.

- ▶ Online PDF Transcripts \$5.00
- ▶ Online Orders, Picked Up or Mailed \$7.50
- ▶ Orders Placed at Campus \$10.00

* Additional fees apply

MAIL TRANSCRIPT TO:

Name

Address

Street

City

State

Zip

FOR BUSINESS OFFICE USE ONLY

Amount Paid

Date

Initials

REGISTRAR

Review Decision:

Approved/Processed

Denied/Not processed

Registrar's Signature

Date