



Transcript Request

Azusa Pacific University, Graduate Center: Registrar
901 E. Alostia Ave., PO Box 7000, Azusa, CA 91702-7000
Phone: (626) 815-4570 Fax: (626) 815-4580

Last Name _____ First _____ Middle _____ (Any Other Name) _____
 Street Address _____ Phone number _____
 City _____ State _____ ZIP _____ Birthdate _____
 Social Security _____ APU ID# _____ Email address _____

*Note: I understand that my transcript will include my social security number in order to provide positive identification for other educational institutions or prospective employers.

Student signature _____ Date: _____

Complete one request for each different sending address.

Pick up transcript
 Send transcript to: * _____

Attn.: _____

*Please print full mailing address.

Number of copies _____ Dates of attendance _____

Did you take courses at APU prior to Fall 1994? Yes No

Mark all program attended at APU:

Undergraduate C.A.P.S. Graduate Doctoral

Hold for Posted Degree (may delay process): Master's Doctorate

Service Requested:

Regular fee 5.00 per copy for processing within 10 working days**

Rush fee \$20.00 (in addition to \$5 fee per copy) for 48 hour processing time**

Mail Service Requested:

Regular Mail Express mail - \$15.00 (\$25.00 for overseas)

** If there is a financial hold, your request may be delayed/hold.

Registrar Office Use Only

Received by: _____ Approved SFS _____

Date received: _____ Perkins: _____

Paid: _____ Date Sent: _____

Rev 07/06

Credit Card Use:

Last name _____ First _____ Phone _____

Discover Visa MC SSN: _____ ID#: _____ Amount Paid \$ _____

Acct. #: _____ - _____ - _____ - _____ EXP: _____ / _____

1. We send out all APU work.
2. Processing time is the time it takes our office to prepare your transcript to be sent out. This does not include mailing time.
3. We cannot guarantee your transcript's arrival or the time it will take to reach its destination once it has left our office.
4. It is your responsibility to be sure that your grades/degrees are posted when you request your transcripts. Grades can be checked on your Cougars' Den account.
5. Transcript(s) being issued to the student will be stamped with "Issued to Student".
6. We cannot hold transcript requests for posted degree unless an Intent to Graduate Form is currently in process. If no Intent to Graduate Form is in process, then transcripts will be released without the posted degree.
7. If you have questions regarding your academic information, please contact the appropriate office:

Undergraduate Registrar (626) 812-3013
Graduate Center (626) 815-4570
Adult and Professional Studies (626) 815-5301