



APU ID #: \_\_\_\_\_ Social Security no. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birthdate: \_\_\_\_\_

First name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last name: \_\_\_\_\_

Other name(s): \_\_\_\_\_

Home address: Street: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

School attended:  Undergraduate  Graduate  C.A.P.S. Years attended: From \_\_\_\_\_ To \_\_\_\_\_

Purpose of Request:  Personal  Business  College/University  Scholarship  Study Abroad  Graduate School

Total no. of transcripts (\$5.00 per copy): \_\_\_\_\_

Processing method:  Regular (5-7 working days)  Rush (2 working days/prices on back)

Delivery method:

Pick Up Number of transcripts to be picked up \_\_\_\_\_

Faxed: To: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mailed: Regular  Express  Global Express  (Prices on back for express services)

**Note: Please use the back of this form for any additional sending addresses.**

Number of transcripts to be mailed to this address: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Country: \_\_\_\_\_

Hold sending of transcripts for the posting of a degree? Yes  No

Authorization: I hereby release my Social Security number contained within my Azusa Pacific University record to the addressee(s) named above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSCRIPTS WILL NOT BE RELEASED IF REQUESTOR HAS OUTSTANDING FINANCIAL OBLIGATIONS TO THE UNIVERSITY.**

**Office Use Only**

Date received: \_\_\_\_\_ SFS: \_\_\_\_\_ Date sent: \_\_\_\_\_

CC\$: \_\_\_\_\_ Cash\$: \_\_\_\_\_ CK\$: \_\_\_\_\_

**Fill In This Section If Using Credit Card**

Last \_\_\_\_\_ First \_\_\_\_\_ Phone \_\_\_\_\_

Discover  Visa  MC  SSN: \_\_\_\_\_ APU ID #: \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

Acct. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EXP.: \_\_\_\_\_ / \_\_\_\_\_

**Rush Services**

Rush: \$20.00 + \$5 per copy. (Request(s) processed within 2 working days.)

**Express Mailing Services**

Express Postal Mailing: \$15.00

USPS Global Express: \$25.00 (3-5 days)

*Outside the US Only*

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 Cougar's Den account.

Number of transcripts to be mailed to this address: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Country: \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Country: \_\_\_\_\_

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\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Country: \_\_\_\_\_