

**THIS FORM SHOULD ONLY BE FILLED OUT IF YOU ARE NO LONGER ATTENDING PREUSS. IF YOU ARE A CURRENT STUDENT, YOU MUST FILL OUT THE TRANSCRIPT AND TEST SCORES REQUEST FORM.**



# Information on How to Submit a Transcript Request for Alumni

To request an Official or Unofficial Transcript from The Preuss School UCSD, please fill out the following form on pages 2-3. In order to authenticate your identity, you will need to attach a photo copy of your current government-issued ID (Driver’s License, State Identification Card, Passport, etc.) and provide an authentic signature. See below for important information on how to fill out the form.

**1. Definitions of Official and Unofficial Transcripts**

Type	Description	Delivery Options
Official Transcript	Considered Official because it is signed, dated, and stamped with the school’s seal and/or stamp by the Registrar. This transcript is sealed in an envelope. Once the envelope’s seal is broken, the transcript is no longer considered Official.	Mail or Pick-up only* <ul style="list-style-type: none"> <li>• <u>Pick-up</u>: Must present a government-issued ID when picking-up.</li> </ul>
Unofficial Transcript	Considered Unofficial because it does not have the Registrar’s signature, date, or school’s seal and/or stamp.	E-Mail, Mail, or Pick-up

**2. Processing Time:** Your request will be processed within three business days. If you do not fill out your form properly, this will delay the processing time.

**3. How to Submit Form:** You have four ways you can submit your completed form:

Submission	Instructions
1. By E-Mail	Scan and e-mail to: PreussRegistrar@ucsd.edu
2. By Fax	Fax to: (858) 822-1755 Attn: Registrar
3. In-Person	Submit directly to the Registrar, Mon-Fri 8:30am-5pm
4. By Mail	Mail to: The Preuss School UCSD Office of the Registrar 9500 Gilman Drive #0536 La Jolla, CA 92093-0536

LL Verified ID: _____
Date Completed: _____

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# Alumni Transcript Request Form

Please fill out this form in its entirety. Your request will be processed within three business days of when your completed form was received. If you have any questions, email [preussregistrar@ucsd.edu](mailto:preussregistrar@ucsd.edu).

**Today's Date (MM/DD/YY):** \_\_\_\_\_

I. Alumni Information

Full Legal Name while at Preuss (First, MI, Last)	
Birthdate (MM/DD/YYYY)	____ / ____ / ____
Year of Graduation <i>(If you didn't graduate from Preuss, check this box. <input type="checkbox"/> What's the last year you attended Preuss? _____)</i>	
Authentic Signature (You must sign this with a pen.)	X

II. Request Information *(Check which type of transcript you're requesting. Definitions are provided on the Instruction Page.)*

Official Transcript       Unofficial Transcript

What is the purpose of your request? (Explain.)	
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III. Photo Identification Type *(To authenticate your identity, you must submit a photo copy of a government-issued photo ID with this form. Check which type of ID you will be submitting.)*

Driver's License     State Identification     Passport     Other: \_\_\_\_\_

**\*\*YOU MUST SUBMIT A PHOTO COPY OF THE ID SELECTED ABOVE WITH THIS FORM OR ELSE IT WILL NOT BE PROCESSED. IF YOU ARE SUBMITTING IN PERSON, I CAN VERIFY YOUR ID AT THAT TIME. \*\***

LL Verified ID: _____ Date Completed: _____
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REQUEST FORM.**

IV. Delivery Information (Check one of these boxes and fill out the corresponding information.)

For Official Transcripts Only (Mail or Pick-up only)

**Mail** a copy to the address below:

Name: \_\_\_\_\_

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

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Pick-up.** I will pick-up a copy in-person and will present a photo ID.

**Pick-up.** Someone other than myself will pick it up & present their photo ID.

Name of person picking-up: \_\_\_\_\_

For Unofficial Transcripts Only

**Mail** a copy to the address below:

Name: \_\_\_\_\_

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

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Pick-up.** I will pick-up a copy in-person and will present a photo ID.

**Pick-up.** Someone other than myself will pick it up & present their photo ID.

Name of person picking-up: \_\_\_\_\_

**E-Mail:**

E-Mail Address: \_\_\_\_\_

V. Submission of Form: Please refer to the Instruction Page for options on how to submit your form. If you have any questions, please email [preussregistrar@ucsd.edu](mailto:preussregistrar@ucsd.edu).

LL Verified ID: \_\_\_\_\_  
Date Completed: \_\_\_\_\_