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**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Delivery Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Transcript</td>
<td>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.</td>
<td>Mail or Pick-up only*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pick-up: Must present a government-issued ID when picking-up.</td>
</tr>
<tr>
<td>Unofficial Transcript</td>
<td>Considered Unofficial because it does not have the Registrar’s signature, date, or school’s seal and/or stamp.</td>
<td>E-Mail, Mail, or Pick-up</td>
</tr>
</tbody>
</table>

2. **Processing Time:** Your request will be processed within 3-5 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:

<table>
<thead>
<tr>
<th>Submission</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. By E-Mail</td>
<td>Scan and e-mail to: <a href="mailto:PreussRegistrar@ucsd.edu">PreussRegistrar@ucsd.edu</a></td>
</tr>
<tr>
<td>2. By Fax</td>
<td>Fax to: (858) 822-1755       Attn: Registrar</td>
</tr>
<tr>
<td>3. In-Person</td>
<td>Submit directly to the Registrar, Mon-Fri 8:00 am – 3:30 pm</td>
</tr>
<tr>
<td>4. By Mail</td>
<td>Mail to: The Preuss School UCSD</td>
</tr>
<tr>
<td></td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td></td>
<td>9500 Gilman Drive #0536</td>
</tr>
<tr>
<td></td>
<td>La Jolla, CA 92093-0536</td>
</tr>
</tbody>
</table>

PM Verified ID: _______
Processed On: _______
**Alumni Transcript Request Form**

Please fill out this form in its entirety. Your request will be processed within 3-5 business days of when your completed form was received. If you have any questions, email preussRegistrar@ucsd.edu.

**Today’s Date (MM/DD/YY):** ____________________

**I. Alumni Information**

<table>
<thead>
<tr>
<th>Full Legal Name while at Preuss (First, MI, Last)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Birthdate (MM/DD/YYYY)</td>
<td>________ / ________ / _________</td>
</tr>
<tr>
<td>Year of Graduation <em>(If you didn’t graduate from Preuss, check this box. ☐ What’s the last year you attended Preuss? [ ])</em></td>
<td></td>
</tr>
<tr>
<td>Authentic Signature (You must sign this with a pen.)</td>
<td>X</td>
</tr>
</tbody>
</table>

**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.)**

**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.**

PM Verified ID: ______
Processed On: ________
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.