

Transcript Request for Alumni

To request an Official or Unofficial Transcript, 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"> • <u>Pick-up</u>: Must present a government-issued ID when picking-up.
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 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:

Submission	Instructions
1. By E-Mail	Scan and e-mail to: PreussRegistrar@ucsd.edu
2. By Fax	Fax to: (858) 822-1620 Attn: Registrar
3. In-Person	Submit directly to the Registrar, Mon-Fri 8:00 am – 3:30 pm
4. By Mail	Mail to: The Preuss School UCSD Office of the Registrar 9500 Gilman Drive #0536 La Jolla, CA 92093-0536

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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

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. ****

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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: _____