



**Request your transcript at the
Office of the University Registrar.**

- In 12 Mrak Hall
- Monday–Friday, 10:00 a.m.–4:00 p.m.
- Pay by Visa, MasterCard, or Discover.
We do not accept cash or checks.

Request your transcript by mail.

Send your transcript order form to:

Cashier's Office

University of California, Davis

P.O. Box 989062

West Sacramento, CA 95798-9062

- Pay by Visa, MasterCard, or Discover.
(Include expiration date.)
- Pay by check or money order payable to
UC Regents.

Request your transcript online.

- Go to <https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO001313>.
- Pay by Visa, MasterCard, or Discover.
- An additional service fee applies.

**Request your transcript at the
Cashier's Office.**

- Main Level, in Dutton Hall
- Monday–Friday, 10:00 a.m.–4:00 p.m.
- Pay by cash, check, or money order.

Transcripts are \$10.00 per copy (normal service), \$20.00 per copy (rush service*).

**Transcript order forms are available at the Cashier's Office, at the Office of the University Registrar,
and at http://registrar.ucdavis.edu/html/office_of_the_registrar_forms.html.**

If you are unable to download the transcript order form, request your transcript by mail. Please send the following information:

- Full name at time of attendance
- Student ID number or Social Security number
- Date of birth
- Current address
- Mailing address for transcript
- Last day of attendance at UC Davis
- Signature (*required to process request*)

Please Note:

- **Note: The Office of the University Registrar no longer accepts faxed requests for Transcripts.**
- Normal requests will be mailed within four to five business days after receipt of request.
- * Rush requests are available for pick-up the same day or will be mailed within one business day after receipt of your request, if received prior to 1 p.m., and shipped via United States Postal Service 1st class mail. Rush requests are not allowed for transcripts being held for grades or degree posting.
- Grades will appear on your transcript three to six weeks after the end of the term.
- Degree posting appears on your transcript eight to ten weeks after end of term.
- Payment must be received before transcript will be issued. Costs above are for each transcript.
- You must clear all holds from your record before a transcript will be issued.
- For University Extension transcripts, contact University Extension at (530) 757-8777.
- For more information on official UC Davis transcripts, contact the Office of the University Registrar at (530) 752-3639.



University of California, Davis
Office of the University Registrar

Request for Official
UC Davis Transcripts

One Shields Avenue, Davis, CA 95616-8692 / Information: (530) 752-3639 / Fax: (530) 752-6906

Personal Information

Student ID Number Last date of attendance Birth date
Last name First Middle
E-mail Address Former name (if applicable)
Address
City State Zip Phone

Transcript Request Information

Please prepare Regular or Rush (extra fee required) transcript(s).

- I will pick up my transcript(s) on (date). Allow five working days for processing.
Mail my transcript(s) to the name(s) and address(es) below. Include current term work.

- 1. Mail transcript(s) to: Name Address
2. Mail transcript(s) to: Name Address
3. Mail transcript(s) to: Name Address

Hold for (optional):

- End of quarter grades for (quarter) (year) (allow 3 to 6 weeks after end of term)
Degree posting—date to be awarded (allow 8 to 10 weeks after end of term)
Corrections/additions/other:

Payment Information (for mail orders, only; no faxed, e-mail, and e-mail attachment orders accepted)

Paid by: MasterCard Visa Discover Credit card number Expiration date
Name on credit card

Signature

Number of regular transcripts @ \$10.00 each =

Number of rush transcripts* @ \$20.00 each =

*Rush requests are not allowed for transcripts being held for grades or degree posting.

Total paid

Office use only
Date issued
By

I certify that I am the above named person and the information I have provided is accurate.

Signature Date