



**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 or MasterCard (include expiration date)
- Pay by check or money order payable to *UC Regents*

Request your transcript online via SISWeb

- Go to <http://sisweb.ucdavis.edu/>
- You must be a current student
- Authentication is carried out when you log on to SISWeb using your username, Student ID and Kerberos password
- For using this service, there is an additional surcharge to the transcript fee

Request your transcript online

- Go to <https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO001313>
- Pay by Visa, MasterCard, or Discover
- For using this service, there is an additional surcharge to the transcript fee

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 cost \$15.00 per copy (normal service); \$25.00 per copy (Rush service*)

Transcript order forms are available at:

- **Cashier's Office in Dutton Hall**
- **Office of the University Registrar in 12 Mrak Hall**
- **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. Send the following information:

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

Please Note:

- **The Office of the University Registrar does not accept 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. Other Rush requests received prior to 12:00 p.m. (PST) are mailed within one business day after receipt of your request, and are shipped via U.S. Postal Service first class mail
- Grades 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 is issued. Transcript requests with HOLDS may be returned to you unprocessed
- 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

Hold for (optional):

- End of quarter grades for (quarter) (year) (allow three to six weeks after end of term)
Degree posting—date to be awarded (allow eight to ten weeks after end of term)

Transcript Request Information

Include current term work.

- Rush pickup; same day processing \$25.00.
Rush mail service my transcript(s) to the name(s) and address(es) below; allow one business day for processing.
Regular mail service my transcript(s) to the name(s) and address(es) below; allow five business days for processing.

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

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 @ \$15.00 each =

Number of rush transcripts* @ \$25.00 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