



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

- In 12 Mrak Hall
  - Monday–Friday, 9:00 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/> and then click on *Order a Transcript*.
- 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, 9:00 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](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 \_\_\_\_\_

<p><b>Office use only</b></p> <p>Date issued _____</p> <p>By _____</p>
--

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

Signature \_\_\_\_\_ Date \_\_\_\_\_