



**Office of the Registrar**

500 El Camino Real  
Santa Clara, CA 95053  
408) 554-4331  
Fax: 408) 554-6926  
email: [ootr@scu.edu](mailto:ootr@scu.edu)

**OFFICIAL TRANSCRIPT  
REQUEST FORM**

*(RUSH and PICK-UP SERVICE NOT PROVIDED. Please allow 3-5 Working Days to Process.)*

*No Charge for Official Transcripts*

*(Please print)*

Name \_\_\_\_\_ SCU ID# \_\_\_\_\_  
*Last First Middle (If SCU ID# unknown, must provide birthdate)*

Address \_\_\_\_\_ Birthdate \_\_\_\_\_

Other name(s) used at Santa Clara \_\_\_\_\_

Phone Number \_\_\_\_\_

Email address: \_\_\_\_\_

*(If you do not have access to a fax machine, please scan and email completed form to [ootr@scu.edu](mailto:ootr@scu.edu))*

*Please fill in the blanks below to help us process your request promptly.*

Are you currently enrolled at SCU?  Yes  No Dates of Attendance \_\_\_\_\_

Did you receive a degree from SCU?  Yes  No \*\*\*Attendance prior to 1989?  Yes  No

If yes, please specify: Degree \_\_\_\_\_ Date \_\_\_\_\_

Programs currently attending and/or previously attended (please check all applicable programs):

Undergraduate  Graduate Engineering  MBA  Law  Counseling Psychology

Education  Pastoral Ministries  Other \_\_\_\_\_

Continuing Education (please indicate dates/courses): \_\_\_\_\_

**\*\*\* IF YOU ATTENDED PRIOR TO 1989, ALLOW 10-15 WORKING DAYS TO PROCESS**

*Special Instructions:*

TOTAL NUMBER OF COPIES REQUESTED \_\_\_\_\_  FORMS ATTACHED (to include with Official Transcript)

***(WE DO NOT PROVIDE RUSH OR PICK-UP SERVICE FOR TRANSCRIPT REQUESTS, NO EXCEPTIONS.)***

MAIL transcripts to (attach list of additional addresses, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

- In accordance with the Family Education Rights and Privacy Act of 1974, your academic record cannot be released without your written consent. Third party requests for your transcript will not be honored without your written consent.
- No transcripts will be released while any charges remain unpaid. Processing will not begin until the Office of the Registrar has received notification of financial clearance.
- SCU transcripts include coursework from all programs taken at Santa Clara University. Transcripts from high schools or other institutions cannot be duplicated. You must apply directly to each school for your transcript.

**Official Use Only:** Initials \_\_\_\_\_ Date: \_\_\_\_\_