



**Official Transcript Request**

**Transcript Requested By:**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Other Names Used \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Transcripts should be mailed (circle one):      Now      End of Term      Once degree is posted

**Number of copies requested \_\_\_\_\_ Transcript Fees are \$10.00 per copy**

(Please allow 3-5 business days to process and ship via First Class Mail.)

Please check here if you would like Rush delivery for an additional \$35.   

(Rush fee is for overnight shipping once transcript has been processed. Please allow 3-5 business days for processing.)

Fed -Ex shipping is not available to P.O. or APO boxes.)

**Important Information Regarding Transcript Requests:**

- TUI does not release information regarding any student without the written consent of the student.
- We are unable to release transcripts for students who have an outstanding financial obligation to the University or students who have not submitted all official transcripts from previous institutions.
- TUI cannot accept responsibility for delivery of transcripts once they have been mailed.

**Payment Options: If paying with Money Order or Check, please mail this form with payment to:  
Office of Registrar, 5757 Plaza Drive, Suite 100 , Cypress, CA 90630**

Type of Payment (circle one):      Credit Card      Check      Money Order

Type of Card (circle one):      MasterCard      Visa      American Express      Discover

Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

**Please Send Official Transcript/s to the Following Address:**

Name or Institute \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

Signature Authorizes Release of my Academic TranscriptOffice