



# Transcript Request Form



Full Name \_\_\_\_\_ ( \_\_\_\_\_ ) Soc Sec # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Maiden Last Name, if applicable

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_ Birth date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Fees:**  Regular \$10.00 U.S. per copy (incl. first class mail)  Rush \$25 per copy (priority post) U.S. addresses only  
Fees may be paid by check/money order or by credit card. (International: credit card or U.S. funds money order only)

**Mail transcript to above address**

**Mail transcript to:**

**Mail transcript to:**

### Credit Card Payment:

Master Card  Visa  American Express  Discover Amount Paid \$ \_\_\_\_\_

Acct. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EXP: \_\_\_\_ / \_\_\_\_ Security Code: \_\_\_\_\_

Name as it appears on the card: \_\_\_\_\_

### Transcript Policies

- For security purposes, we do not fax out transcripts. We issue official transcripts only.
- Processing time is the time it takes our office to prepare your transcript, normally within 5 business days. This does not include mailing time.
- We cannot guarantee your transcript's arrival or the time it will take to reach its destination once it has left our office.
- Transcripts issued to the student will be stamped with "Issued to Student in Sealed Envelope. Unofficial If Seal Is Broken."
- Transfer credit will be included on transcripts, but transfer credit grades are not included.
- Every transcript is checked for accuracy. It is the student's responsibility to direct concerns and discrepancies to the Registrar within 90 days of the transcript request.

I have read and agree to the transcript policies and procedures listed on this form, and I understand that for identification purposes my transcript includes my social security number.

Signature \_\_\_\_\_

Date \_\_\_\_\_

<i>Form can be submitted by Mail, Fax, or Email</i> Registrar Ambassador College P.O. Box 875 Glendora, CA 91740-0730	Email: <a href="mailto:registrar@ambassador.edu">registrar@ambassador.edu</a> Fax: (626) 650-2388	<b>Office Use Only</b> Received: _____ Amt. Paid: _____ Date Sent: _____
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