



VANGUARD UNIVERSITY

Office of the Registrar

Transcript Request

ALLOW 7 BUSINESS DAYS FOR PROCESSING

Transcripts are \$8 digital/\$10 paper per copy. 24 hour RUSH processing is an additional \$25.

Name _____
Last First Middle Maiden

Date ___/___/___

Address _____
Street

ID # _____

Last 4 digits of SSN _____

City State Zip

Date of Birth _____

Phone (____) _____ - _____
Area Code Phone

Signature _____

E-mail _____

Number of Copies _____

Processing Type *Choose One*

- Regular Processing
- RUSH** *Extra \$25 Fee. Processed and mailed via 7 - ~~C~~within 24hrs upon receipt (business days).*
- Hold for...

_____ U _____

- USPS Mail: No Charge
- FedEx Overnight: \$25.00

- Course Grade Course: _____
- Grade Change Course: _____
- Semester Grades* Semester: _____
- Recorded Degree** Degree: _____

Mail To (include recipient's full name and address)

Notes:
TAP Students: Your course grade may take 2-4 weeks to upload in our system. Once you have received an unofficial transcript, we are then able to provide your most up to date transcript.
 *2 weeks from last day of class.
 **4-6 weeks from last day of class.

Payment:

A non-refundable payment is due in advance before transcript(s) are issued. Accepted payments: Visa, Mastercard, or Discover credit/debit cards. Click Here to submit payment online. Email your payment receipt and Transcript Request From to: transcript.support@vanguard.edu

If you're paying by check, make check payable to Vanguard University. Mail your check and Transcript Request Form to: Registrar's Office 55 Fair Drive, Costa Mesa, CA 92626

OFFICE USE ONLY

Request Received						UG / GR / TAP
Fee _____	Received _____	Picked-up / Mailed _____	Delivered _____	Date Notified _____	Date Denied _____	
Approved:	Business Off _____	NDSL _____	Not Approved:	Business Off _____	NDSL _____	