



UNOFFICIAL TRANSCRIPT REQUEST

UC IRVINE • UNIVERSITY REGISTRAR

Use this form to order unofficial transcripts if you attended UCI as a regular or Summer Session student.

- For Official Transcripts go to <http://www.reg.uci.edu/services/transcripts/official.html>.

- Extension students go to <http://unex.uci.edu/services/academic/transcripts/> or call (949) 824-5414 for Extension transcripts.

Unofficial transcripts can be picked up in person or delivered by mail only. Unofficial transcripts cannot be sent via email.

Name on UCI records (Last, First, Middle)

Undergraduate Student ID # (if known)

Current Name (if different)

Graduate Student ID # (if known)

Current Street Address

Date of Birth: ____ / ____ / ____

City State Zip Code

Social Security # (optional, not required)

Phone Number Email Address

Number of unofficial transcripts:
• Limited to 5 unofficial transcripts.
• A single transcript order includes both undergraduate and graduate transcripts.

Former Students: Update my address on file with the address above.

Current students can update their addresses on file through [StudentAccess](#).

Send my unofficial transcript to: Address below Current address listed above

Name or Institution

Street Address

City State Zip Code

Contact Email

I authorize UCI to provide my unofficial academic transcript(s) as instructed on this form.

Student Signature

Date

You may Submit your completed form by mail, fax, or email using the information below:

Mail: University Registrar
215 Aldrich Hall
Irvine, CA 92697-4975

Fax: (949) 824-7896

Email: registrar@uci.edu
Attach a scanned copy of your form
to your email message.