



# 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 refer to <http://www.reg.uci.edu/services/transcripts/official.html>.

- For Division of Continuing Education (DCE) transcripts refer to <https://ce.uci.edu/resources/academic/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)

Yes  No Use my preferred name on record for my transcript order (if on file).

Current Street Address

City State Zip Code

Phone Number Email Address

Undergraduate Student ID # (if known)

Graduate Student ID # (if known)

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_

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

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

Number of unofficial transcripts:

- Limited to 5 unofficial transcripts.
- A single transcript order includes both undergraduate and graduate transcripts.

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, or email using the information below:

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

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