



Business, Consumer Services and Housing Agency– Governor Edmund G. Brown Jr.

**Bureau for Private Postsecondary Education**  
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## TRANSCRIPT REQUEST FORM

(Processing time is approximately 7-10 business days)

NO CHARGE REQUIRED

### STUDENT INFORMATION

\_\_\_\_\_  
Student Name at Time of Enrollment

\_\_\_\_\_  
Number of Copies Needed

\_\_\_\_\_  
Current Street Address

\_\_\_\_\_  
Last 4 Digits of Social Security Number

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Years Attended School

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

### SCHOOL INFORMATION

(School Attended)

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Program of Study

\_\_\_\_\_  
School Address

\_\_\_\_\_  
City, State and Zip Code

### TRANSCRIPT RECIPIENT INFORMATION

(Where to Send Transcript?)

\_\_\_\_\_  
Recipient Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip Code

This signature authorizes the release of your transcript(s) or other student records.

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

\_\_\_\_\_  
Date