



**WESTCLIFF**  
UNIVERSITY  
Educate. Inspire. Empower.

## Official Transcript Request Form

### Ordering Your WU Transcript

In accordance with the federal Family Educational Rights & Privacy Act (FERPA) of 1974 and subsequent amendments, your records cannot be released without your written consent. All outstanding obligations (financial, academic or administrative) due to the University must be cleared before your transcript request can be processed.

### Standard Processing of Transcript Requests

Official WU transcripts are produced on security paper and sent through regular US Mail in a sealed, "Official Transcripts Enclosed" envelope. Additions, modifications, or special requests beyond this process are considered Special Handling and subject to additional charges.

### How to Order WU Transcripts?

Use Transcript Request Form to order academic from WU regular session and Summer Sessions. To request Transcript Request Form, please e-mail [registrar@westcliff.edu](mailto:registrar@westcliff.edu)

### Where to Submit Transcript Order?

#### By Mail

Send to:  
Westcliff University  
Attn: Registrar's Office  
16715 Von Karman Ave Suite 100  
Irvine, CA 92606

#### In Person

Registrar's Office  
16715 Von Karman Ave Suite 100  
Irvine, CA 92606

**Transcript requests cannot be accepted by telephone.**

### How to pay for transcripts?

All requests must include payment. Be sure your contact information is current with the University. **Orders are Processed within five (5) business days.** Payments by check, money order, or credit card can be made to the Financial Department. If you wish to mail a payment with your order, make your check or money order payable to "Westcliff University."

Pay Online: <https://www.westcliff.edu/payment-form/>

### How long does it take to process the request?

**Unless there was a request for Expedited Service, all orders, including Pick-Up Requests, are processed within 1-2 business days.** If you attended WU before 2000, a longer processing time may be necessary. Delivery schedules may vary according to location and mailing carriers. If you pick up your transcript at the Registrar's Office, you must present a picture ID as identification. If you authorize another individual to pick up your transcripts, you must provide that individual with a letter of authorization and that person must provide his/her own picture ID. Transcripts ordered for pick up and not claimed within thirty (15) days are destroyed.



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<b>Student Information</b>					
First Name _____ Last Name _____ Middle Initial _____ Previous/Former Name(s) _____ Student I.D. _____ Date of Birth _____ Social Security Number _____ Phone Number _____ E-mail Address _____ Current Residing (Mailing) Address: _____ address number and street _____ _____ city _____ state _____ zip code _____					
<b>Information</b>					
<b>Type of Transcript</b> <input type="checkbox"/> Official <input type="checkbox"/> Unofficial	<b>Program</b> <input type="checkbox"/> DBA <input type="checkbox"/> MBA <input type="checkbox"/> MA TESOL <input type="checkbox"/> BBA <input type="checkbox"/> BAEd				
<b>Processing Information</b>					
<b>Number of Copies:</b> _____ \$10 per transcript requested <b>Rush service:</b> _____ \$25 (on top of the transcript cost) <b>Mailing Instruction</b> <input type="checkbox"/> Process immediately (includes work in progress) <input type="checkbox"/> Hold and send after current semester grades are posted. Semester/Session _____ <input type="checkbox"/> Hold and send after final grades posted for graduation.					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"> <th style="text-align: left; padding: 5px;"><b>Option 1: Mail</b></th> </tr> <tr> <td style="padding: 5px;">           Recipient Information:            _____            _____            _____         </td> </tr> </table>	<b>Option 1: Mail</b>	Recipient Information: _____ _____ _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"> <th style="text-align: left; padding: 5px;"><b>Option 2: Pick Up</b></th> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Irvine Campus      <input type="checkbox"/> Cerritos Campus             Recipient:  <input type="checkbox"/> Self  <input type="checkbox"/> Admissions Advisor: _____         </td> </tr> </table>	<b>Option 2: Pick Up</b>	<input type="checkbox"/> Irvine Campus <input type="checkbox"/> Cerritos Campus  Recipient: <input type="checkbox"/> Self <input type="checkbox"/> Admissions Advisor: _____
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<input type="checkbox"/> Irvine Campus <input type="checkbox"/> Cerritos Campus  Recipient: <input type="checkbox"/> Self <input type="checkbox"/> Admissions Advisor: _____					
<b>Reason for Request</b> <input type="checkbox"/> Graduate school application <input type="checkbox"/> Employment <input type="checkbox"/> Transferring <input type="checkbox"/> Other (please explain below) _____					
Student is responsible for complete mailing address. Please print legibly. Do not abbreviate school names. Signature Authorizes Release of Records. Student Signature: _____ Date: _____					