



Submission Instructions

Submit this completed form with non-credit card payment to: Ashford University Office of the Registrar, 8620 Spectrum Center Blvd., San Diego, CA 92123

Student Information

Last Name: First Name: Student ID: Name while attending (if different): Dates of attendance (mo/yr): Current Address: City: State: Zip: Phone: Date of Birth: Email:

Please allow up to 14 business days for your request to be received by the Office of the Registrar via USPS mail. Students who provide an email address will be notified within 2 business days of receipt of this transcript request.

OF COPIES

There is a transcript fee of \$10 for official transcripts plus any applicable shipping charges. Payment must be made before transcript(s) will be released. Transcripts are released only after all outstanding balances are paid in full. Normal processing time is 10-14 business days. Please allow a longer time for requests made at the beginning or end of a semester. For any additional questions regarding your transcript request, please contact our transcript department by email at transcriptrequest@ashford.edu.

Special Instructions

Send Now Hold for Final Grades Hold for Degree Awarded

DELIVERY METHOD:

USPS Domestic (United States) no additional shipping fee PDF (provide email below) no additional shipping fee FedEx Domestic Overnight (United States) additional \$25 per transcript USPS International additional \$3 per transcript FedEx International additional \$40 per transcript

SEND TRANSCRIPT(S) TO:

Student at the above address Third Party (please provide address information below)

Third Party Information

Name: Institution: Address: City: State: Zip Email: Additional addresses attached

I authorize the Registrar's Office to release my transcripts to the indicated parties.

Signature: Date:

Electronic signature not accepted

Payment Method \$10 per transcript + shipping charge per transcript = Total Payment Enclosed \$

Check Money Order *Check or money order must be payable to Ashford University

For Office Use Only

Date received: Date processed: Processed by: If not processed, indicate reason: Date student notified: Student notified by: