



UNOFFICIAL TRANSCRIPT REQUEST

Registrar's Office Chalon
12001 Chalon Road
Los Angeles, CA 90049
(310) 954-4020, phone
(310) 954-4029, fax

Registrar's Office Doheny
10 Chester Place
Los Angeles, CA 90007
(213) 477-2520, phone
(213) 477-2519, fax

Unofficial transcripts are provided free of charge. Typical processing time is 1-3 business days from date of receipt. Please allow up to 5 business day for records with any terms prior to 1996. Fax or mail your request to Chalon or Doheny.

SECTION A STUDENT INFORMATION

Name while attending: Last _____ First _____ Middle _____
Address: _____ City: _____ State: _____ Zip Code: _____
MSMU ID#: _____ and/or Social Security: _____ Date of Birth: _____
Phone: _____ Dates of Attendance: From _____ To _____ Degree(s) Received: _____

SECTION B FORWARDING INSTRUCTIONS

(Note: Unofficial transcripts cannot be sent via email)

Check one (1):

- Hold for Pick Up at Doheny (photo ID required for all pickups)
- Hold for Pick Up at Chalon (photo ID required for all pickups)
- I authorize _____ to pick up on my behalf (photo ID required for all pickups)
- Fax to Number: (_____) _____ Attn: _____
- Mail to: (please print address clearly) _____

City State Zip

SECTION C STUDENT ACKNOWLEDGEMENT

To protect your right to privacy, transcripts will NOT be released without your signature.

Student Signature (Physical signature only - no font or electronic signature) Date