

Directions: Please provide the following information to assist us with your transcript request. Transcript processing time is 3-5 business days after your request is received. If you attended prior to 1987, processing is 7-10 business days.

Transcripts are \$10 each whether they are official (printed) or unofficial (e-mailed). PDF transcripts sent via e-mail are considered and clearly marked UNOFFICIAL.

Same day transcripts are available at OneStop for \$15 each.

If you have questions about your transcript request, please contact OneStop at 310-506-7999.

Upon completion of this request form, return it to Pepperdine University with payment (cash, check or money order payable to Pepperdine University) using one of the following methods:

- **Mail to:** Pepperdine University/ Attn: OneStop/ 24255 Pacific Coast Highway/ Malibu, CA 90263
- **Deliver** your request in person to OneStop.

We **must** have a **signed** request in order to release transcripts. Unsigned requests will not be honored.

Information About You

Last Name		First Name		MI	Previous Last Name	
Current Address					ID Number or SSN	
City		State	Zip Code		Birth date	
E-mail address					Phone Number	
School(s) Attended ☐ Seaver College ☐ GSEP ☐ GSBM ☐ Public Policy ☐ School of Law ☐ Professional Studies ☐ L.A.					Years Attended From: _____ To: _____ Hold sending of transcripts for degree posting? ☐ Yes ☐ No	

Send Transcript To: (see page 2 for additional destinations)

Recipient			Quantity for this address _____ X \$10 = \$ _____	
Address (1) or E-mail address			Delivery Method	Shipping Charge
Address (2)			☐ US Mail ☐ USPS ☐ UPS ☐ UPS International ☐ Pick up at OneStop ☐ E-mail	\$0.00 \$25.00 \$25.00 \$40.00 \$0.00 \$0.00
City	State	Zip Code		
Country			Total charge for this address (\$10 per transcript plus shipping) \$	

* If you are requesting your transcript to be sent to a Pepperdine admission office, the transcript fee is waived.

Authorization

I authorize Pepperdine University to send transcripts of my academic record to the destination(s) indicated on this request. I understand that Pepperdine University cannot accept responsibility for transcripts lost in the U.S. Mail system.

Signature: _____ Date: _____

Total cost for this order

FOR OFFICE USE ONLY

Received/Processed	Payment	Pick Up Signature	Date Sent/ Picked Up
--------------------	---------	-------------------	----------------------

Send Transcript To:

Recipient			Quantity for this address _____ X \$10 = \$ _____	
Address (1) or E-mail address			Delivery Method	Shipping Charge
Address (2)			☐ US Mail ☐ USPS ☐ UPS ☐ UPS International ☐ Pick up at OneStop ☐ E-mail	\$0.00 \$25.00 \$25.00 \$40.00 \$0.00 \$0.00
City	State	Zip Code		
Country				Total charge for this address (\$5 per transcript plus shipping) \$ _____

Send Transcript To:

Recipient			Quantity for this address _____ X \$10 = \$ _____	
Address (1) or E-mail address			Delivery Method	Shipping Charge
Address (2)			☐ US Mail ☐ USPS ☐ UPS ☐ UPS International ☐ Pick up at OneStop ☐ E-mail	\$0.00 \$25.00 \$25.00 \$40.00 \$0.00 \$0.00
City	State	Zip Code		
Country				Total charge for this address (\$5 per transcript plus shipping) \$ _____

Send Transcript To:

Recipient			Quantity for this address _____ X \$10 = \$ _____	
Address (1) or E-mail address			Delivery Method	Shipping Charge
Address (2)			☐ US Mail ☐ USPS ☐ UPS ☐ UPS International ☐ Pick up at OneStop ☐ E-mail	\$0.00 \$25.00 \$25.00 \$40.00 \$0.00 \$0.00
City	State	Zip Code		
Country				Total charge for this address (\$5 per transcript plus shipping) \$ _____

Send Transcript To:

Recipient			Quantity for this address _____ X \$10 = \$ _____	
Address (1) or E-mail address			Delivery Method	Shipping Charge
Address (2)			☐ US Mail ☐ USPS ☐ UPS ☐ UPS International ☐ Pick up at OneStop ☐ E-mail	\$0.00 \$25.00 \$25.00 \$40.00 \$0.00 \$0.00
City	State	Zip Code		
Country				Total charge for this address (\$5 per transcript plus shipping) \$ _____

Subtotal for this page \$ _____