



Request for Official Transcripts

Soka University of America – Office of the Registrar

www.soka.edu
(949) 480-4150

PLEASE PRINT LEGIBLY

Last First Middle Student ID Number (required)

Current Address City State Zip

Phone Number (include area code) Email Address Date of Birth

Former Students:

Shall we update your address on file with the address above? Yes No

Send Now Send at end of Current Term **Rush Processing** (\$10 additional charge)

Mailing Address(es): If you have more than 3 addresses, please fill out additional forms.

<p>_____ _____ _____</p>	<p>Number of Copies to this address : ____</p> <p><input type="checkbox"/> Self Pickup</p> <p><input type="checkbox"/> First Class Mail (default): <i>no additional charge</i></p> <p><input type="checkbox"/> Express Delivery: <i>extra charge</i></p>
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Student Signature **Date**
Due to federal law requirements, forms without any signature will not be processed.

<p style="text-align: center;">Transcript and Shipping Fees:</p> <p>Transcript Fee: \$ 5 per copy Rush Processing (1-2 days) + \$10 Domestic Express Delivery: + \$20 per address International Express Delivery: + \$30 per address <i>\$5 fee includes first class mail postage (domestic & international)</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Send this form and Check or Money Order to: Soka University of America Checks Payable to: Office of Student Accounts Soka University of America 1 University Dr. Aliso Viejo, CA 92656 (please do not mail cash)</p> </div>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: right;"><u>Qty</u></th> <th style="text-align: right;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Total # of transcripts ordered: _____ x \$5</td> <td style="text-align: right;">=</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Rush Processing Fee (<i>if applicable</i>): \$10</td> <td style="text-align: right;">=</td> <td style="text-align: right;">_____</td> </tr> <tr> <td colspan="3">Total Express Delivery Fees</td> </tr> <tr> <td>Domestic Delivery: _____ x \$20</td> <td style="text-align: right;">=</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>International Delivery: _____ x \$30</td> <td style="text-align: right;">=</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="text-align: right;">Total Payment:</td> <td></td> <td style="text-align: right;">\$ _____</td> </tr> </tbody> </table>		<u>Qty</u>	<u>Total</u>	Total # of transcripts ordered: _____ x \$5	=	_____	Rush Processing Fee (<i>if applicable</i>): \$10	=	_____	Total Express Delivery Fees			Domestic Delivery: _____ x \$20	=	_____	International Delivery: _____ x \$30	=	_____	Total Payment:		\$ _____
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Revised: Oct. 2009

REGISTRAR'S OFFICE USE ONLY	ACCOUNTING OFFICE USE ONLY
Date Sent _____	Account Balance _____ Hold Okay
Initials _____	Transcript fee paid _____