



The MASTER'S UNIVERSITY & SEMINARY TRANSCRIPT REQUEST FORM

Office of the Registrar
The Master's University
21726 Placerita Canyon Road
Santa Clarita, CA 91321
Phone: 661-362-2813
<http://www.masters.edu/registrar>

Transcript request forms can be submitted in any of the following ways

Fax: 661-362-2722 (secure, please include payment info on form)
 Email: registrar@masters.edu (payment info may be called in)
 Mail: The Master's University, Office of the Registrar, 21726 Placerita Canyon Rd, Santa Clarita, CA 91321.

STUDENT INFORMATION

**Please check: TMU staff/faculty Scholarship for TMU/TMS attendance

_____	____/____/____	Attended: <input type="checkbox"/> TMU <input type="checkbox"/> TMI <input type="checkbox"/> TMS <input type="checkbox"/> LABC	
TMU ID #	Date of Request	(Check all that apply)	
Last	First	M.I.	Maiden Name
Student Signature (required by Public Law 93-579)		Birthdate	
Current Permanent Address (not campus)		(____) _____	
City		State	Zip
City		Email	

Billing Address (if different): _____

TRANSCRIPT RECIPIENT INFORMATION

 Recipient Name

 Recipient Mailing or E-mail Address

CREDIT CARD (If request form is emailed, please call in for credit card info)

Credit Card #	
Expiration Date	
Name on Card	
CVV2 code	

OPTIONS ***Please allow 3-5 business days for processing. Processing time may be delayed at the beginning and end of a semester.

Qty	Delivery Method	Fees	Rush Processing (2 Business Days)	Mailing Fees (in addition to transcript fee)
	Email	\$12 \$4*	<input type="checkbox"/> \$10	<input type="checkbox"/> USPS First Class Mail: \$0 <input type="checkbox"/> USPS Domestic Express Mail: \$24/address (1-2 Business Days) <input type="checkbox"/> USPS International: \$5/address <input type="checkbox"/> USPS International Express Mail: Shipping costs vary by country. Please call (661)362-2813 for rates.
	First Class Mail	\$15 \$0*		
	Campus Pick-Up	\$15		

*Note: For **scholarships or TMU staff/faculty**, no transcript fees for First Class mail delivery or campus pick-up. Email delivery is \$4 and an account must be created online. Please see instructions by visiting <http://www.masters.edu/transcripts>.

For Office Use Only:

Paid: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card Denied: _____	Date Received: _____ By: _____ Sent on: _____ By: _____
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