

**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 \$5 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 \$10 each, with a limit of 2.

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					Years Attended		
<input type="checkbox"/> Seaver College		<input type="checkbox"/> GSEP		<input type="checkbox"/> GSBM		<input type="checkbox"/> Public Policy	
<input type="checkbox"/> School of Law		<input type="checkbox"/> Professional Studies		<input type="checkbox"/> L.A.		From: _____ To: _____ Hold sending of transcripts for degree posting? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Address (2)			<input type="checkbox"/> US Mail		\$0.00
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\* 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: \_\_\_\_\_

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