

## ORDERING YOUR IU TRANSCRIPT

In accordance with the federal Family Educational Rights & Privacy Act (FERPA) of 1974 and subsequent amendments, your records cannot be released without your written consent. All outstanding obligations (financial, academic or administrative) due to the University must be cleared before your transcript request can be processed.

### STANDARD PROCESSING OF TRANSCRIPT REQUESTS:

Official IU transcripts are produced on security paper and sent through regular US Mail in a sealed, "Official Transcripts Enclosed" envelope. No additional seals, signatures, or other markings are considered necessary on the outside of the envelope. Additions, modifications, or special requests beyond this process are considered Special Handling and subject to additional charges.

### HOW DO I ORDER IU TRANSCRIPTS?

Use Transcript Request Form to order academic from IU regular session and Summer Sessions. To request Transcript Request Form, write to the Registrar's Office at:

Irvine University  
10900 183<sup>rd</sup> St. Ste. #330  
Cerritos, CA 90703  
or call 562.865.7111  
or fax 562.865.5511

### WHERE DO I SUBMIT MY ORDER?

By Mail Send to:  
IU's Registrar's Office  
10900 183<sup>rd</sup> St. Ste. #330  
Cerritos, CA 90703  
In Person:  
Registrar's Office

or fax completed **Transcript Request Form** to 562.865.5511  
Transcript requests *cannot* be accepted by telephone or email.

### HOW DO I PAY FOR MY TRANSCRIPTS?

All requests must include payment. Be sure your contact information is current with the University. Orders are processed within five (5) working days. Payments by check, money order, or credit card can be made to the Financial Department. If you wish to mail a payment with your order, make your check or money order payable to "Irvine University."

### HOW LONG DOES IT TAKE TO PROCESS MY REQUEST?

Unless you request Expedited Service, all orders, including Pick-Up Requests, are processed within five (5) working days. If you attended IU before 2000, a longer processing time may be necessary. Delivery times are not included in processing time and vary according to local postal services for the destination address and delivery schedules for express mailing carriers. If you pick up your transcript at the Registrar's Office, you must present a picture ID as identification. If you authorize another individual to pick up your transcripts, you must provide that individual with a letter of authorization and that person must provide his or her own picture ID. Transcripts ordered for pick up and not claimed within thirty (30) days are destroyed.

