

## TRANSCRIPT REQUEST FORM

**MAIL COMPLETED FORM TO:**

**Dongguk University Los Angeles, Registrar's Office, 440 Shatto Place, 2<sup>nd</sup> Floor, Los Angeles, CA 90020**  
**or fax to: 213-487-0527 or e-mail to: registrar@dula.edu**

NOTE: Payment must be submitted in the form of cash (in person only), check or money order. Checks and money order should be made out to Dongguk University Los Angeles. If you wish to pay with credit or debit card, please call 213-487-0110 Ext. 100. Your requested transcript print process can't be initiated without completed Transcript Request Form and the receipt of full payment to the Office of Dongguk University Los Angeles. All required to identify your record—please print clearly.

**STUDENT INFORMATION:**

Full Name:
Previous Name:
Student I.D.#:
Last Four Digits of SSN:
Date of Birth:
Address:
City/State/Zip:
Phone:
Email:

**SEND TRANSCRIPT TO:**

Full Name:
Address:
City/State/Zip:
Phone:
Email:
Please check the following.
<input type="checkbox"/> California Board Exam (*Exam Date: _____)
NOTE: The CNT certificate will be sent out along with transcripts if the course was taken at DULA. If the course was not taken at DULA, we are not responsible for mailing it to the Acupuncture Board.
<input type="checkbox"/> NCCAOM Exam (*Exam Date: _____)

SERVICE	CHARGE	QUANTITY	AMOUNT
Official Transcript (Regular Request - 3 Business Days)	\$ 15.00 per copy		
Official Transcript (Express Request - 1 Business Day)	\$ 30.00 per copy		
Unofficial Transcript (Regular Request – 3 Business Days)	\$ 10.00 per copy		
Unofficial Transcript (Express Request – 1 Business Day)	\$ 20.00 per copy		
Transcript Mailing (US Domestic Mailing) *	\$ 5.00 per copy		
Transcript Mailing (International/Express) *	(Cost + \$5 Service Fee) per copy		
Transcript Image Scanning/e-mail *	\$ 3.00 per copy		
US Domestic Fax (Charged Per Page) *	\$ 1.00 per page		
International Fax (Charged Per Page) *	\$ 3.00 per page		
<b>TOTAL AMOUNT OF ALL SERVICES</b>			

\* If none of these mailing/fax options are selected then your transcript will be held in the front desk to be picked up in person. If your transcript is not picked up in 3 months, your copy of the requested transcript will be destroyed and you need to request again. For International/Express Mailing and Fax options please call ahead to receive the exact charge amount.

**STUDENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**FRONT OFFICE SIGNATURE** \_\_\_\_\_

**RECEIPT # / DATE** \_\_\_\_\_

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA),  
transcripts cannot be released without a valid student signature.

**PLEASE NOTE:** All transcript requests for students with outstanding holds will not be processed until all holds have been resolved.