



OFFICIAL TRANSCRIPT | RECORDS REQUEST FORM

There is a \$10.00 charge for each official transcript requested. There is a minimum \$5 charge for copies of student records.
There is a \$45 charge for official diploma re-issues. Diploma printing occurs 3 times per year.

EXCEPTION: Transcript fees are waived for unofficial transcript requests and for continuing students who request official transcripts be sent to NCCAOM or CA State Board.

STUDENT INFORMATION:

Name: _____ Date: _____

Email: _____ Phone: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Student ID / Last 4-digits of SS#: _____ Program of Study: _____

Primary Campus Location: _____ Last Term of Enrollment: _____

Transcript #Copies: _____ Copies of Records: _____ Diploma (\$45) _____ Rush(\$45) _____

RECIPIENT INFORMATION:

NCCAOM CA ACUPUNCTURE BOARD PICK-UP OTHER, PLEASE SEND TO:

Name/Attn: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Send Via: USPS FedEx (Additional Fees Apply)

PAYMENT INFORMATION:

Credit Card # (Visa Master AMEX): _____ Exp: _____ 3-digit Code: _____

Cash Check # _____ Amt: \$ _____ includes Rush (2-3 day) Fee

Signature: _____

Five Branches University, Santa Cruz Campus
Attn: Transcript Request
200 Seventh Ave, Santa Cruz, CA 95062
(E) scadmin@fivebranches.edu | (F) 831.476.8928

Five Branches University, San Jose Campus
Attn: Transcript Request
1885 Lundy Avenue, Suite 108, San Jose, CA 95131
(E) sjadmin@fivebranches.edu | (F) 408.361.3166

Note: Transcripts will not be released if there are any outstanding financial obligations to the University. After a completed form and payment has been received, please allow 2 weeks for processing. Expedited requests will incur a \$45.00 fee.

University/Administration Use Only:

Date Received: _____ Date Completed: _____ **Fees Owed: \$** _____

All student accounts must be cleared prior to the release of any documents. Please note any balance owing and provide a statement fees owed.

ACCOUNTS CLINIC LIBRARY

Received
