

CALIFORNIA ARTS UNIVERSITY

Office of the Registrar | info@cauniv.edu | Tel: 714-222-1110 | www.cauniv.edu

TRANSCRIPT & OFFICIAL DOCUMENT REQUEST FORM

Please complete all sections and submit to the Registrar's Office

SECTION 1 — STUDENT INFORMATION

Student ID Number

Date of Birth (MM/DD/YYYY)

First Name

Last Name

Address

City

State

Zip Code

Country

Email Address

Home Phone

Cell Phone

Program of Study

SECTION 2 — DOCUMENT REQUEST (\$10.00 per copy)

Select the document(s) you are requesting and indicate the quantity needed.

Document Type	Quantity
Official Academic Transcript	
Certificate of Enrollment <i>(for insurance, banking, visa, etc.)</i>	
Certificate of Attendance <i>(specifies attendance period)</i>	
Certificate of Graduation	
Good Standing Letter	
Degree Verification Letter <i>(for employment verification)</i>	

* Processing time: Standard 5–7 business days. Rush processing may be available upon request.

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SECTION 3 — DELIVERY OPTION

Select one delivery method:

- | | |
|--|---|
| <input type="checkbox"/> Hold for Pick Up | <input type="checkbox"/> Priority Domestic Express \$30.00 |
| <input type="checkbox"/> Email (PDF) | <input type="checkbox"/> Priority International \$100.00 |
| <input type="checkbox"/> USPS First Class \$5.00 | |
| <input type="checkbox"/> USPS International \$60.00 | |

SECTION 4 — DELIVERY INFORMATION

Complete if delivery is NOT 'Hold for Pick Up'. For Email delivery, enter recipient email address only.

Recipient Name

Email Address (if Email delivery)

Address

City

State

Zip Code

Country

Phone Number

SECTION 5 — PAYMENT

Payment Method:

- Cash
- Check (payable to California Arts University)
- ACH via Populi

Fee Summary:

Documents: _____ copies × \$10 = \$ _____

Delivery Fee: \$ _____

TOTAL DUE: \$ _____

* For ACH payment via Populi, log in to your student portal and complete payment before submitting this form.

SECTION 6 — STUDENT CONSENT & SIGNATURE

I hereby authorize California Arts University to release the requested official document(s) to the recipient(s) and address(es) specified on this form. I understand that official documents will not be released until full payment has been received. I certify that all information provided above is accurate and complete.

Student Signature

Date

Print Name

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FOR OFFICE USE ONLY

Received By:	Payment Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Processed:
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SUBMISSION INFORMATION

- Submit this form in person at the Registrar's Office or via email to info@cauniv.edu.
- Documents will not be released until payment is confirmed.
- Standard processing time is 5–7 business days. Contact us for rush requests.
- For questions: Tel 714-222-1110 | info@cauniv.edu | www.cauniv.edu