

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 \$10 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 \$15 each.

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

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City			State	Zip Code		Birth date
E-mail address					Phone Number	
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* If you are requesting your transcript to be sent to a Pepperdine admission office, the transcript fee is waived.

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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.

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