Release of Transcripts

Transcripts of Azusa Pacific University coursework are available approximately six weeks after the completion of courses. Requests must be made online (http://getmytranscript.com) through the National Student Clearinghouse and should include the following information:

- Student’s name
- Last term/semester attended
- Where the transcript is to be sent
- Number of copies required
- Date of graduation (if applicable)
- Social Security number
- Student ID and student’s signature

The fee is $5 per copy and there is a service fee of $2.25 per mailing address. An additional fee of $1.75 is charged for electronic delivery. Visit the National Student Clearinghouse website (http://getmytranscript.com) and select Azusa Pacific University—Graduate and Professional to place an order. Requests take approximately 7-10 working days to process. Rush transcripts are available (within two working days) for an additional charge. Contact the Graduate and Professional Center (http://www.apu.edu/graduateprofessionalcenter) at (626) 815-4570 for specific information. Transcripts, diplomas, and/or verifications of degrees will not be released until all the student’s financial obligations to the university are met.