

Release of Transcripts

Undergraduate Students

Transcripts of Azusa Pacific University coursework are available approximately four weeks after the completion of courses. Transcript requests are accepted only online. Azusa Pacific's online transcript request system and list of associated fees are available on the APU website (<http://www.apu.edu/transcripts/>). Transcripts, diplomas, and/or verifications of degrees will not be released until all financial obligations to the university are met, including all required loan exit counseling. For questions about release of transcripts, contact the Undergraduate Enrollment Services Center (<https://www.apu.edu/undergraduate-enrollment-services/>).

Graduate and Professional Students

Transcripts of Azusa Pacific coursework are available approximately six weeks after the completion of courses. Requests must be made online through the National Student Clearinghouse (<http://getmytranscript.com/>) 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 \$2.50 per mailing address. An additional fee of \$1.75 is charged for electronic delivery. Visit the National Student Clearinghouse website (<http://getmytranscript.com/>) and type Azusa Pacific University when prompted to begin 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. Diplomas and/or verifications of degrees will not be released until all of the student's financial obligations to the university are met.