



OFFICE OF THE REGISTRAR: REQUEST FOR OFFICIAL TRANSCRIPT

Student completes all sections. Upon completion, student signs/dates the form and returns it to the University.

I. Student Information

Your full name at the time of attendance (Last, First, Middle) Your current full name (Last, First, Middle)

Social Security No. _____ Date of Birth _____ DRBU ID _____
mm/dd/yyyy (if known)

Approximate dates of attendance: Fall Spring _____ to Fall Spring _____
Year Year

Graduated? Yes No

Degree(s) awarded:

Bachelor of Arts in Liberal Arts Year of graduation _____

Master of Arts in Buddhist Classics Year of graduation _____

II. Student Contact Information

Please write legibly and give full information (i.e. phone area code, state/province name, zip code)

E-mail address _____ Day-time phone _____

Mailing address:

III. Recipient Information

Include full information, such as state/province/region, zip code, country. To request transcript(s) to be sent to more than two addresses, please fill out another Transcript Request Form.

Address #1:

Address #2:

No. of copies for address #1: _____	No. of copies for address #2: _____
Amount for total copies: _____	Amount for total copies: _____
Before proceeding, please read the instructions on next page.	
<input type="checkbox"/> Hold for Grade Deadline <input type="checkbox"/> Hold for Degree Conferral Choose one from the following: <input type="radio"/> Normal Mail Delivery <input type="radio"/> Priority Mail Express Domestic (overnight) <input type="radio"/> Priority Mail Express International (3-5 business days) <input type="radio"/> Pick-up Option Shipping and Handling fee: \$ _____	<input type="checkbox"/> Hold for Grade Deadline <input type="checkbox"/> Hold for Degree Conferral Choose one from the following: <input type="radio"/> Normal Mail Delivery <input type="radio"/> Priority Mail Express Domestic (overnight) <input type="radio"/> Priority Mail Express International (3-5 business days) <input type="radio"/> Pick-up Option Shipping and Handling fee: \$ _____
Total for Address #1: \$ _____	Total for Address #2: \$ _____

Total # of Transcripts Requested: _____

Total Transcript Fee (in U.S.) \$ _____

Signature (Required) _____ **Date** _____

This form must be signed by the student/alumni requesting the transcript. This request will not be processed without your signature. No digital signature will be accepted.



IV. Processing and Delivery Information

1. The cost of one transcript is \$6.
2. Please allow two weeks for processing.
3. Transcripts are normally delivered by USPS first-class mail; express shipping is also available with an additional charge.
4. If expedited mailing is desired, Priority Mail Express service is available for an additional fee.
 - \$25 for Priority Mail Express Domestic (overnight)
 - \$45 for Priority Mail Express International (3-5 business days)
5. Other special processing options are also available:
 - Pick-up Option: transcript available at DRBU Administration Office by appointment.
 - Hold for Grade Deadline: transcript sent once grades are posted.
 - Hold for Degree Conferral: transcript sent once degrees are conferred.
6. Regular transcript requests will be honored as quickly as possible in the order of receipt. During busy periods such as final examinations and commencement, there will be some delay. Therefore, transcripts should be requested well in advance of such periods.
7. Obligations to the University must be cleared before transcripts will be sent.
8. An official transcript bears the signature of the Registrar and the seal of the University.
9. Please note that transcripts mailed directly to student will say "Issued to Student" and may not be considered official by a third party.
10. All payments and mailed requests should be sent to:

Dharma Realm Buddhist University
Office of the Registrar
4951 Bodhi Way
Ukiah, CA 95482
U.S.A.
11. Contact registrar@drbu.org for inquiries.