

Release of Transcripts

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 (<https://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 \$2.90 per mailing address. An additional fee of \$1 is charged for electronic delivery. Visit the National Student Clearinghouse website 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. Fees are located on the transcript fees website (<https://www.apu.edu/transcripts/#fees>). Contact the Student Services Center (<https://www.apu.edu/student-services/>) with any questions. Diplomas and/or verifications of degrees will not be released until all of the student's financial obligations to the university are met.