



## DOCUMENT REQUEST FORM

Student Name \_\_\_\_\_ Student's ID# \_\_\_\_\_  
*Last First Middle*  
DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
*mm dd year*

### Please Indicate Your Selection

- Certificates of Enrollment \$15.00
- Certificates of Graduation \$20.00 (  BSHS  MSAOM  DAOM )
- Official Transcripts \$15.00 (Current Student) \$30.00 (Withdrawn or Graduate)
  - Official transcripts have the signature of the registrar and the seal of the university
  - Official transcripts issued to students are stamped "Issued to student"
  - Processing time: 5 business days

To be issued to:  Another College / University \_\_\_\_\_  
 Student  
 Other (specify) \_\_\_\_\_

- Unofficial Transcripts \$10.00
- Copy of Student Record \$5.00 (per page)
- International Mailing Fee \$200.00
- Reissued Diploma \$100.00
- Diploma Mailing Fee (U.S.A.) \$30.00

- Certificate of School Attendance \$20.00
- Certificates of Tuition Payment \$20.00
- I-20 Reinstatement Service \$100.00
- Reissued I-20 Form \$20.00
- Reason:  Damaged  Lost  Stolen  Updated

- Expedite Service \$20.00 (Document to be processed in 2 business days)
- Other Service (fees vary on type of service) \_\_\_\_\_

### Mailing Label (Student is responsible for providing the address)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Please put your daytime phone #. \_\_\_\_\_

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

*\*\*Release of information from a transcript to a third party is prohibited by the Family Educational Rights Privacy Act of 1974.*

Receipt # \_\_\_\_\_ Balance \$ \_\_\_\_\_ Sent \_\_\_\_\_ Picked Up \_\_\_\_\_ Initials \_\_\_\_\_

### If paying by credit card Visa Master

Name as it appears on credit card: \_\_\_\_\_  
Card Number: \_\_\_\_\_ Exp. date: \_\_\_\_\_  
Security code: \_\_\_\_\_ Amount to be charged: \_\_\_\_\_  
Signature of cardholder: \_\_\_\_\_ date: \_\_\_\_\_

### Paying by check

Please make checks out to:  
South Baylo University  
Mailing address:  
1126 N. Brookhurst St.  
Anaheim, CA 92801