

# American Heritage University of Southern California

1802 East G Street, Ontario, CA 91764 • Tel: 909-884-9000 • Fax: 909.467.1199 • Web: [www.ahusc.net](http://www.ahusc.net)



**ATTENTION:** OFFICE OF THE REGISTRAR

## AHUSC OFFICIAL TRANSCRIPT REQUEST FORM

**Important Transcript Information:** This form must be completed and returned with your signature to the Registrar's Office, 1802 East G St, Ontario, CA 91764 during business hours via email or uploaded to the student upload center: <https://ahulaw.com/upload-doc.php> (log in required). Transcript fees must be paid at the via payment area in the student portal or if paying in person at our Front Desk Office before transcripts can be released. The Front Desk Office is located at the front entrance of the school, and their office hours are 9:00 a.m. to 2:00 p.m. Transcript requests ordered can take anywhere from 7 - 10 business days to process. Your transcripts may not be released if you have any holds on your account. This includes financial such as unpaid tuition or fees, administrative such as missing documents and academic such as an incomplete class.

### Repetition of Courses

In the event a student does not receive a final grade of 60 or above, the student had effectively failed the class and will not receive credit. The student must repeat the course and pay the full tuition fee. Upon successful completion of the repeated course, the student's transcripts will contain both the original and the repeated course grade. Both grades will be reflected in the student's overall GPA.

### Auditing a Course

Permission to audit a course conveys the privilege of listening and observing the class but does not include handing in course assignment, taking part in class discussion, or receiving evaluations. An auditor does not receive university credit for the course, nor is the course recorded on a transcript.

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Date of Request: \_\_\_\_\_  
Student Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Degree Program:  School of Law  School of Business

### Number of Copies Requested:

Official Copy (\$25. Each) \_\_\_\_\_  
Unofficial Copy (no charge) \_\_\_\_\_  
Rush Copy (add \$25. Each) \_\_\_\_\_  
Total amount to be paid: \_\_\_\_\_

### Delivery Options (Please check one)

1. Regular Delivery (*mailed within 2 weeks*)
2. Rush Delivery (*mailed within 2 - 5 business days - add rush fee*)
3. Hold until current grades are available
4. Hold until after Graduation

### Mail Transcripts to:

Attention: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Please mark your payment preference:

U.S Check  Money Order  Credit Card

Please email this form to [registrar@ahusc.net](mailto:registrar@ahusc.net) or upload directly to <https://ahulaw.com/upload-doc.php> (login required). All sections must be completed and emailed or uploaded to the link above or this form will NOT be accepted. Please allow 7 - 10 days for processing.

### OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Date Transcript Issued: \_\_\_\_\_  
Paid: \_\_\_\_\_ Date Transcript Mailed: \_\_\_\_\_  
Amount Received: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_