

American Heritage University of Southern California

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Official Transcript Request Form

Please use this form to request a copy of your official University Transcripts.

Please print clearly in all relative fields below.

CURRENT OR FORMER STUDENTS Complete this form and sign below.	
<i>Please enter your information as it appears on your AHUSC student record:</i>	
Name:	Student ID#:
Address:	
Country:	
Email:	Phone:
Processing Information	
<i>Enter the number of copies, apostille requirement, delivery options, packaging options and the address/addresses you want your official transcripts mailed to. Please note that if you want two copies mailed to different addresses, the fee is doubled.</i>	
Number of Copies (\$25.00 each):	Apostille Required? (If yes, add \$120.00):
Regular (Mailed within 2 weeks): \$106.00	*Rush Copy (Add \$25):
PACKAGING OPTIONS	
Add Diploma Cover (Add \$35.00):	Upgrade to Global Express (Add \$93.00):
<i>Address/Addresses where you want your American Heritage University of Southern California transcripts sent:</i>	
Address 1:	**Address 2:
Total Due:	
<i>*Rush Copy: Your transcripts will be mailed 2 days after receiving processing fee(s) **By adding another address here, the number of copies must be great than 1. We accept most major credit cards for processing your request. The accounting department will send you a payment link and this can be done online with most major credit cards and ACH. All fees paid for processing of transcripts are final and NON-REFUNDABLE.</i>	

AUTHORIZATION: *This request will not be processed without a signature.*

ACCEPTANCE OF CREDITS EARNED AT OUR INSTITUTION IS NOT GUARANTEED TRANSFERABLE. Refer to page 2 for complete disclosure.

STUDENT SIGNATURE: _____ **DATE:** _____

Please email completed transcript request form to registrar@ahusc.net. All sections must be completed and emailed. Please allow the appropriate time selected for processing.

FOR OFFICE USE ONLY:	
Verified by	Date
Comments:	

IMPORTANT NOTICES – PLEASE READ

Notice Concerning Transferability of Credits & Credentials Earned at AHUSC

The transferability of credits you earn at American Heritage University of Southern California (AHUSC) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree(s) you earn in AHUSC is also at the complete discretion of the institution to which you may seek to transfer. If the degree(s) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AHUSC to determine if your degree(s) will transfer.

Note: AHUSC DOES NOT IMPLY, PROMISE, OR GUARANTEE TRANSFERABILITY OF ITS CREDITS TO ANY OTHER INSTITUTION.

Transcript Request for Evaluation

For transcript(s) request for processing through a transcript evaluation service such as WES, ICES, IQAS, there MUST be an Application Form attached to this request from the evaluating agency.

Online Release of Information Forms

In accordance with The Federal Family Educational Rights and Privacy Act (FERPA), American Heritage University of Southern California will not release student records, including to a parent, without student consent or proof of dependency, or as listed in the University's FERPA/Privacy Policies. A student may give permission for the University to release student record information to a person by completing this form: <https://ahusc.net/forms/Student-Initiated-Authorization-for-Release-of-Information.pdf>

Processing of Your Transcripts

The required fees for processing your transcripts are as follows:

- ☐ Transcript - \$25 per copy
- ☐ Shipping & Handling - \$106

Additional Processing Fees (Optional)

Option	Shipping Method	Fee:
1	Priority Mail – without diploma cover	\$106.00
2	Priority Mail with diploma cover	\$141.00
3	Express Mail International - without the diploma cover	\$137.00
4	Express Mail with diploma cover	\$141.00
5	Global Express without diploma cover	\$215.00
6	Global Express with diploma cover	\$234.00
7	Priority Mail without diploma cover	\$118.00

Shipping

All transcripts are mailed using the United States Postal Service® (USPS). A tracking number is provided after the transcripts have been mailed.

Student Initials: _____

My initials indicate that I have read and understood all the disclosures above. This information is available at <https://ahusc.net/Notice-Concerning-Transferability-of-Credits.html> and <https://ahusc.net/Confidentiality-and-Privacy-.phtml>