



SOUTHERN CALIFORNIA UNIVERSITY
School of Oriental Medicine and Acupuncture
 3460 Wilshire Blvd. 5th Fl. Los Angeles, CA 90010 • 213) 413-9500 • fax: 213) 413-5400 • info@scusoma.edu

Document Request Form

Student Name _____ **DOB** _____
Last First Middle

Phone Number _____ Email Address _____

Address _____

Please indicate your selection

- Current Student Letter of Attendance \$10.00
- Certification letter of Graduation \$20.00
- Official Transcript (Takes 4 to 5 Business Days) \$10.00 (Current) \$20.00 (Withdrawn or Graduate)
- Official Transcript 1 Day \$100.00
- Regular Certified Mail \$10.00 (For Domestic)
- Express Mail (3 business days) \$50.00 (For Domestic)
- Student's copy of Academic record \$2.00/ per page
- Reissued I-20 Form \$30.00
- Diploma \$250.00 \$50(Duplicate)
- Other (Specify) _____

To be sent to:

- Pick up in Person
- Another College/University
- CA Board for License Exam
- Student's Residence
- NCCAOM Certification Exam
- Other (Specify) _____

Handled By _____

Mailing Label (Student is responsible for complete correct address)

Recipient: _____

Address: _____

**No transactions will be made until money order or cashier's check received by SCUSOMA.*

Student Signature _____ **Date** _____

***Release of student information, without student written request, to a third party is prohibited by the Family Educational Right Privacy Act 1974*

Receipt # _____ **Balance \$** _____ **Sent** _____ **Picked Up Date and Time** _____

Money Order or Cashier's check ONLY
Please make all money orders payable to:
SCUSOMA
3460 Wilshire Blvd. 5th Fl.
Los Angeles, CA 90010