

California National University Closed January 19th 2018.

TRANSCRIPT REQUESTS

Transcripts must be requested in writing with written permission from the student. The following information should be included in the request:

- Current and all former names
- Program of Study
- Social Security number
- Date of Birth
- Current mailing address and phone number
- Approximate dates of attendance
- The number of copies required
- A complete name and address of where the transcript should be sent
- Appropriate fees (\$5.00 per transcript, plus a \$2.00 processing charge per order)
- Transcript RUSH orders will be processed at (\$25.00 per transcript RUSH, plus a \$2.00 processing charge per order)

Please send all transcripts requests to:

California National University for Advanced Studies

1999 W 190th Street

Torrance, California 90504

Email: cnuadmin@mail.cnuas.edu and write a detailed message.

Service hours:

The transcript ordering service operates 24 hours a day, 7 days a week. However, the requests are processed Monday through Friday during normal business hours, except holidays and during winter recess.

Method of payment:

VISA, MasterCard, American Express

Special handling services:

Overnight Express is \$18.00 per destination, plus transcript fee.

You may request this service for overnight delivery within the continental United States only.

Express Mail is \$40.00 per destination, plus transcript fee.

You may request this service for express delivery outside the continental United States only.