Transcripts, Enrollment & Degree Verifications

Print Page

UNOFFICIAL TRANSCRIPTS

Did you know that you can now view your unofficial transcripts through the Portal? CHECK IT OUT - It may save you time and money.

- Log into MyUCMerced portal
- Select Student Home Tab (upper left)
- Select MyStudentRecord (at the right)
- Select Student Records
- Select MyStudentRecord
- Select Academic Transcript

TRANSCRIPT ORDERING

Online Ordering (Past and Current Students):
Students can order transcripts via UC Merced's Transcript service (through the National Student Clearinghouse), by accessing your student portal. Select 'MyRegistration'; 'StudentRecords'; 'MyStudentRecord'; and 'Access National Student Clearinghouse to request Transcript'. Transcripts can be purchased using a major credit card (convenience fee will apply).

In-Person Request:
The Request for Transcripts form may be turned in to the Students First Center during normal business hours. A receipt for payment of processing fees must accompany the form

Fees:
Standard Processing: $7 per transcript, 7-10 business days from date of request and/or payment is received
Rush Processing: $14 per transcript, 1-2 business days from date of request and/or payment is received
Overnight Mailing: $15 per address (available for rush transcripts only)

PLEASE NOTE:

All outstanding balances must be paid in full before transcript requests will be processed. In addition, all outstanding holds must be resolved. Any questions regarding the transcript ordering process may be addressed to the Office of the Registrar at registrar@ucmerced.edu or via phone at (209) 228-2734 (CAT-2REG).

Transcripts of work completed at another campus of the University or at another institution must be requested directly from the campus or institution concerned.

ENROLLMENT VERIFICATIONS

Free Enrollment Verifications may be obtained via UC Merced's Enrollment Verification service (through the National Student Clearinghouse), by accessing your student portal. Select 'MyRegistration'; 'StudentRecords'; 'MyStudentRecord'; and 'Access National Student Clearinghouse to request Enrollment Verification'.

FAX Request:
Enrollment Verifications may be requested via fax by downloading and completing the Verification of Enrollment form. Please fax the form to 209.228.4694. Once your request is received, we will bill your student billing account at mybill.ucmerced.edu. You must pay the processing fee before we will begin processing your request.

In-Person Request:
The Verification of Enrollment form may be turned in to the Students First Center during normal business hours. A receipt for payment of processing fees must accompany the form

Fees:
Standard Processing: $5 per verification 7-10 business days from date of request and/or payment is received
Rush Processing: $10 per verification, 1-2 business days from date of request and/or payment is received
Overnight Mailing: $15 per address (available for rush verifications only)

In the event that verification of other aspects of your student record is required or if you have questions regarding the enrollment verification process, you may contact the Office of the Registrar at registrar@ucmerced.edu or via phone at (209) 228-2734 (CAT-2REG).

DEGREE VERIFICATIONS

UC Merced has authorized the National Student Clearinghouse to provide degree and enrollment verification. National Student Clearinghouse may be contacted at:

Web: www.studentclearinghouse.org or www.degreeverify.org

Fax: (703) 742-4239

E-mail: service@studentclearinghouse.org

Mail: National Student Clearinghouse; 13454 Sunrise Valley Drive, Suite 300 Herndon, VA 20171