

## AUTO-INSURANCE, ENROLLMENT VERIFICATION, and TRANSCRIPTS

Information compiled from the [UCLA Registrar's Office](http://www.registrar.ucla.edu/faq/) Web site:  
<http://www.registrar.ucla.edu/faq/>

➤ *How do I obtain verification for an insurance good-student discount?*

Bring your insurance forms to 1134 Murphy Hall for official verification. Fees are equivalent to requesting an official transcript.



➤ *Why do I have to pay to have my good-student auto certification completed?*

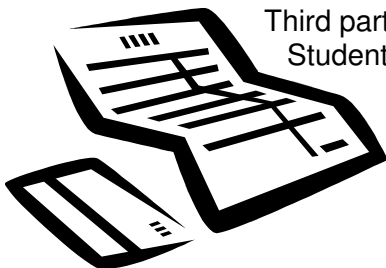
Providing verification of “good student” status is considered the same as providing an official verification transcript – it is a request for verification of data from your official academic record and bears the Registrar’s seal.

➤ *How do I obtain official proof of enrollment for scholarship purposes?*

A verification transcript is proof of enrollment, but it confirms student status only *after* registration fees have been paid for the term.

If you are a NEW student who has been awarded a private scholarship you may be required to pay registration fees first, then request a verification transcript and be reimbursed after the scholarship is awarded. For payment options involving scholarship checks, see the Student Financial Services FAQ section via the Registrar’s Office link above.

➤ *How does a third party, such as a creditor or employer, verify a student’s enrollment or degree (to obtain proof of enrollment)?*



Third parties can order enrollment and degree verifications through National Student Clearinghouse ([www.studentclearinghouse.org](http://www.studentclearinghouse.org)). Costs for third-party services vary and are set by the Clearinghouse.

# TRANSCRIPTS

<http://www.registrar.ucla.edu/faq/transcriptfaq.htm>



➤ *How can I order a transcript?*

Transcripts for regular and summer sessions can be ordered online through [www.URSA.ucla.edu](http://www.URSA.ucla.edu) using a UCLA Logon ID. Transcripts can also be ordered in person at 1134 Murphy Hall or by mail using a Transcript Order form, available at [www.registrar.ucla.edu/forms](http://www.registrar.ucla.edu/forms).

➤ *Can I order a transcript by Fax?*

No. Fax is not a secure transmission method for safeguarding personal data. Online ordering is available through **URSA**. For information about ordering by mail or in person, call (310) 825-3801.

➤ *Why can't I order a transcript by phone or e-mail?*

In accordance with UC policy as well as with state and federal privacy laws, your signature is required for release of your academic transcript.

➤ *What are the official transcript fees?*

Transcripts	
Transcript of record, academic or enrollment verification (official, per copy, for student only)	\$6.00
Same-day processing service (per addressee)	\$10.00
Special handling	\$15.00
Special mailing; consult Academic Record Services	fees vary
Verifications for third party through National Student Clearinghouse only	fees vary

courtesy of

**UCLA** Parents' Fund

[www.uclafund.ucla.edu/parents](http://www.uclafund.ucla.edu/parents)