



Office of the Registrar University Central of Ashdod Official Transcript Request Form

Personal Information:

Last name: _____
First name: _____
Maiden name: _____
Date of Birth (MM/DD/YYYY): _____
Academic Program attended: _____
Graduation date (MM/DD/YYYY): _____
Email address: _____
Student id. / Cellular No./Social Security (4 digits)/Passport No.: _____
Telephone no: _____ Email address: _____
Home address: _____
City, State/Zip code: _____

Recipient Information:

Institution / Employer: _____
Person of Contact: _____
Address: _____
City: _____ Province/ State: _____
Zip code: _____
Country: _____

Methods of Payment: Bank Deposit ____ Zelle Online Payment: ____ Money Order: ____

I agree with the conditions and information that is stated in pages 1 and 2 and our current University Catalog.

In observance of the Jewish traditions, we are closed every Friday and Saturday, and Jewish Holidays.

Student's signature: _____

Date (MM/DD/YYYY): _____

Notes:

1. Any outstanding debt on the student's account ledger will be able to issue a transcript. If the active student is behind on his/her monthly tuition payment(s), the transcript will not be released. Please contact the Bursar's Office at Bursar@ucea-online.net.
2. The University complies with FERPA
 - a. Link: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



Office of the Registrar University Central of Ashdod

Disclaimer:

University Central of Ashdod (UCEA) follows Family Educational Rights and Privacy Act of 1974 (FERPA) (PL 90-247). The student record cannot be released to any other party without written consent of the student.

Graduation Requirement fees:

The 2023-2024 and 2024-2025 graduation fee is US\$399.

Each official transcript costs US\$150.

The shipping and handling cost is US\$247.

E-mailing address and US mailing address for correspondence only:

University Registrar
University Central of Ashdod
917 West Washington Blvd. Box. 126
Chicago, IL 60607
United States of America
registrar@ucea.edu.pa

Academic Services Center

City of Panama, Republic of Panama
Person-of-Contact email address: rosa.jaen@ucea.edu.pa
Website: www.ucea.edu.pa

Processing Time

Orders are generally processed and mailed within 7-10 business days but can take up 10-14 business days during peak times.

Transcript requests for alumni and former students who were at the University for ANY length of time before Autumn 1999 will require additional processing time (anywhere from 10-21 business days) as their secure records must be retrieved from University Archives.

Delivery Options

ELECTRONIC PDF (not available for those who attended prior to Autumn 1999) - Verify with the intended recipient that an electronic transcript is acceptable before placing your order. You will need the e-mail address of the recipient where they can receive notification regarding when and how to retrieve a certified PDF from our transcript ordering system by email that they can retrieve a certified PDF from our transcript ordering service.

You may opt for express shipping at an additional cost: \$100 for US destinations and US\$199 for other international destinations. This fee is in addition to the \$150 fee per transcript. The shipping and handling cost is US\$247.

The transcript must meet the requirements below to be considered "official" by your institution. A Registrar's seal and/or legible signature included on the transcript. • Must be mailed directly from the Registrar's Office. to employers or institutions

• Cannot be marked "Issued to Student" or "Student Copy." • Must reflect all relevant, correct information for the student identified above.

Transcript Fee

For the year 2024-2025, a **US\$150** fee per transcript is the cost with regular mail delivery. You may pay by using your Zelle account from your financial institution. **No refund.** Your account needs to be paid in full to release the transcript.

Our Comptroller U.S. Zelle account to receive the fee is: academics@ucea-online.net