

University Central of Ashdod

Office of the Registrar



Official Transcript Request Form

Personal Information:

Last_name: _____
First_name: _____
Graduation date: _____ Birth date: _____
Academic Program attended: _____
Graduation date: _____
Student id. / Cellular No. / Social Security No. / Passport No.: _____
Telephone no: _____ Email address: _____
Home address: _____
City, State/ Zip code: _____

Recipient Information:

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

Method of Payment: ☐ Bank Deposit ☐ Check/Money Order

Student's signature: _____
Date: _____

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>

Disclaimer:

UCEA is in compliance with 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

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3. Mailing address in the United States
University Registrar
University Central of Ashdod
917 West Washington Blvd.
Chicago, Illinois 60607

Processing Time

Orders are generally processed and mailed within 2-5 business days but can take up to 7-10 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 Option

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.

MAIL - Paper transcripts are mailed using standard delivery through the U.S. Postal Service. You may opt for express shipping at an additional cost: \$30 domestic destinations and \$75 other international destinations.

Transcript Fee

2014-2015 First time transcript request is free

\$50 per transcript with regular mail delivery

Academic Services

Contract: academics@ucea-online.net
www.ucea-online.net

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