UCLA David Geffen School of Medicine

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CURRENT STUDENT DOCUMENT REQUEST FORM

******Due to Safer at Home measure, the SAO has limited ability to mail official documents, so there may be a delay in processing requests that must be sent by mail. Whenever possible, please obtain an email address to send forms to.**

Please allow 5-10 business days for processing, upon receipt, depending on time of year and volume of requests. Please submit document requests at least 2 weeks prior to any application or certification deadlines so we may better serve. The completed form(s) can be submitted via email to registrar@mednet.ucla.edu or by fax (310)794-9574.

Student Information (All required to identify record)	
Name:	Class of:
MedNet email address:	UCLA ID:
Authorization Signature Required: *I authorize release of information as directed on this Document Request Form*	Date:

Document(s) Requested	**# of Copies**
☐ Letter of Enrollment/ Verification- Use Student Document Portal: https://www.medsch.ucla.edu/docrequest/	
☐ Unofficial Transcript -Use Student Document Portal: https://www.medsch.ucla.edu/docrequest/	
☐ Official Transcript (Electronic preferred, otherwise with Dean's signature and University embossed seal and returned in sealed envelope. If emailed directly to student will be watermarked "issued to student")	
☐ Jury Duty Letter of exemption describing current registration and time requirements as a medical student. **List full courthouse address below**. ** Please note, you are responsible for sending the Letter of Exemption and Summons together to the courthouse **Juror ID #** _____ **Reporting location#** _____ **Group #** _____	
☐ Other (please specify)	
Special Instructions:	
Loan Deferment Request – Cannot be completed by SAO. Form must be completed by the DGSOM FAO	
Letter of Recommendation (scholarships, research, etc.) – *Please complete Dean's Letter of Recommendation form*	

Delivery Method (select one and complete a separate form when sending document(s) to multiple recipients	**Fee**
☐ Email PDF **(PREFERRED METHOD)**	No Fee
☐ U.S. First Class Mail (**only** if email is unavailable/unacceptable)	No Fee
In Person Pickup (Currently Unavailable due to Campus Closure)	No Fee
Fax (Currently Unavailable due to Campus Closure)	No Fee
☐ Express Mail via UPS (cannot send to PO Box) (**only** if email is unavailable/ unacceptable)	$20

Payment: https://commerce.cashnet.com/41400TRANS	
Total Due:	Confirmation number:

Final Recipient Name (REQUIRED)	**Contact information (email, or address)**

Office Use Only		
Date Received	Amount Paid	Date Completed

Updated 10/2024