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Transcripts are \$5 each whether they are official (printed) or unofficial (e-mailed). PDF transcripts sent via e-mail are considered and clearly marked UNOFFICIAL. Official transcripts are printed on security paper and bear the official seal of Pepperdine University and the University Registrar's signature. Emergency same-day transcripts are available at OneStop for \$10 each with a limit of 2.

If you have questions about your transcript request, please contact OneStop at 310-506-7999.

Upon completion of this request form, return it to Pepperdine University with payment (cash, check or money order payable to Pepperdine University) using one of the following methods:

- **Mail** to: Pepperdine University/ Attn: OneStop/ 24255 Pacific Coast Highway/ Malibu, CA 90263
- **Deliver** your request in person to OneStop or your nearest satellite campus.

We **must** have a **signed** request in order to release transcripts. Unsigned requests will not be honored.

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