

UCLA Student Record Inspection Request



Instructions

Before submitting this form, review student record policies on the Registrar's Office website. Submit this form in person at the Registrar's Office, 1113 Murphy Hall. A photo ID is required to request and view records. Inspection requests take approximately five (5) business days to process. Students are notified by e-mail when records are available. Records not viewed within seven (7) days of notification require a new request form.

NOTE: If you were a student more than five (5) years ago, your academic transcript—which is your permanent record—is the only information available.

To preserve the security and integrity of University files, inspection of student records must be conducted in the presence of a designated representative of the Registrar.

Student Information (please print clearly)

| | | |
|--|---|-----------------|
| Full Name on UCLA Records (Last, First Middle) | | 9-Digit UCLA ID |
| Social Security Number (Last 4 digits ONLY) | First Term Attended <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year _____ | |
| Birthdate | Telephone | E-mail |

Records Request

Describe your request in detail. List the specific records you wish to inspect.

I agree to the instructions and terms for records inspection as stated herein. I acknowledge that if I do not view the requested records within the appropriate time period, I must submit a new request.

| | |
|--|-------------------|
| Student Signature Required X | Date (mm/dd/yyyy) |
|--|-------------------|

OFFICE USE ONLY

| | | |
|---------------------------|------|-------------|
| Record Requested Date | By | E-mail Sent |
| Inspection Completed Date | Time | By |