

How to Order Transcripts with OSSJA Holds

1. Order transcripts

Use Office of the University Registrar's website to order transcripts:

<https://registrar.ucdavis.edu/records/transcripts/order.cfm>

- Provide address(es) for transcripts to be sent **directly to the school(s)**.

Though you may get an error message, an order number will be generated.

2. Send email to OSSJA

Send email to sjareception@ucdavis.edu with the following information:

- Name
- SID number
- Phone number (in case we need to reach you for clarification)
- Order number
- Destination of the transcript(s) – school name

3. OSSJA review

A staff member will review the request and verify that it meets all department requirements. You will either be contacted for further clarification or approval will be sent to the Registrar's office for the order to be completed.

4. Confirmation email

You will receive a confirmation email from the Registrar's office when the transcripts have been sent.