

UC San Diego Office of the Registrar

One-Time Document Fee

Rationale for Change

- Students wish to obtain multiple documents both during and after their career at UC San Diego, but prices continue to rise to offset increasing costs.
- Students have raised concerns about the number of miscellaneous fees they pay on campus.
- Financial Aid does not currently apply to any Office of the Registrar service fees.

Solution

- Effective Fall 2016, the consolidated, nonrefundable, one-time document fee locks in the current cost of services and covers lifelong access to identified documents and services:

Undergraduate	\$165
Graduate/Masters (including self-supporting programs)	\$100
Doctoral	\$100
Summer Session (including visitors)	\$80

- Charged one time at first term of entry to:
 - All new undergraduate and graduate students, including EAP visitors, professional, self-supporting, business, medical, pharmacy, and joint degrees.
 - Summer session-only students (charged the one-time document fee of \$80 effective Summer 2017). Summer session students who subsequently enroll in the following Fall term as a UC San Diego student will have the fee assessed upon Fall matriculation. New students who cancel their admission will have the fee reversed.
- Current students, alumni, and former students as of Fall 2016 are grandfathered in; no fee is charged to them since they have previously been subject to the various fees. Should a grandfathered student discontinue studies and readmit into the university, they will be subject to the one-time document fee upon re-enrolling. **Students who have been grandfathered in will no longer be subject to the standard transactional fees as of September 1, 2016.** This allows for one consistent request and fulfillment process for all UC San Diego students and former students.
- Lifelong access to identified documents and services without an additional charge for standard processing.
- Financial aid can apply.

Document Fee-Covered Services

- Official transcripts
- Official transcripts with the Co-Curricular record attached
- Enrollment Verifications
- First replacement diploma

Note: Services not covered by the document fee are still subject to transaction fees. These include, but not limited to FedEx charges, USPS international mailing charges, or rush ordering of diplomas. Additionally, students and alumni must clear all appropriate campus blocks/holds before obtaining transcript or diploma services.