

Student Records Management Fee

Starting on July 1, 2025, UC Santa Cruz changed to a one-time Records Management Fee. The fee is charged to all new undergraduate, graduate (including professional master's), and summer session-only students upon initial entry.

The new model provides unlimited access to covered documents, including transcripts, during and after enrollment, without additional fees, for all current, past, and future students.

This one-time fee replaced individual charges for official transcripts, enrollment verifications, and related documents, which previously required students to pay per document, disproportionately impacting low-income and recently graduated students.

Students who began their studies before July 1, 2025, are eligible for free access to these services.

In summary, the records management fee:

- Eliminates per-document fees: Transcripts and other documents that used to cost \$25 or more will now be free and unlimited.
- Built into financial aid: For undergraduates, this fee is included in the student's entering Cost of Attendance budget, meaning that financial aid will cover the records management fee for eligible students.
- Enhances convenience and equity: The change ensures all current and former students can access their official records at no charge, reducing stress during critical life transitions and eliminating late or surprise fees after graduation.
- Supports better service: Stable, upfront funding will enable the Registrar's Office to maintain high-quality services and avoid billing students after they graduate.

This approach to maintaining and disseminating academic records aligns with practices at other UC campuses. For undergraduates, this fee is included in the student's entering Cost of Attendance budget, meaning that financial aid will cover the records management fee for eligible students. This approach helps to avoid unexpected post-graduation charges and late fees, which were common under the prior per-document system.

Included Services

- Transcript of Record Fee with Evaluations
- Transcript of Record Fee without Evaluations
- Enrollment Verification
- Degree Verification

- USPS Postage
- Fax

Special Processing Fees Not Covered by the Records Management Fee

Students pay separately for uncommon, “high-touch,” or specialized services or expedited mailing fees:

- Special Processing Charges
 - Notary
 - Special Notation Document (for enrollment verifications requiring atypical information, e.g., student address verification, degree audit information, *et cetera*.)
 - Emailed Document (standard electronic transcripts *are* included in the Records Management Fee) for creating, encrypting, and securing an electronic copy in-house
 - Signed and Sealed Document (envelope signed and sealed or a gold-sealed and embossed document)
 - Express Delivery Charges
 - US Express Mail
 - International Express Mail
- Electronic Diploma
- Replacement Diploma Charges
 - Replacement Diploma (no cost for mail-damaged replacement or compliance with UC Gender Recognition and Lived Name Policy)
 - Expedited Diploma Replacement (expedited production and delivery)
- Waitlist Correction Fee — after two manual corrections to a waitlist
- Non-Student Fees
 - Ad Hoc Report Request Fee for report writing
 - Third-Party Degree Verification (no charge to students)

Eliminated Graduation Fees

- Late Candidacy
- Records Activation Fee (undergraduate in absentia) Fee
- Post-graduation application for retroactive awarding of the degree