

UCSC Document Management Fee

SUMMARY

The cost to students to obtain official documents, including transcripts, enrollment verifications, and graduation certifications, is rising and Financial Aid does not cover these costs. A one-time document management fee would reduce long-term costs to students and the fee would be covered by Financial Aid.

THE PROBLEM

UCSC students often need multiple official documents from the Registrar’s office during and after their academic career. The cost to students for official documents is rising. Since 2009-10, the cost of a transcript has increased from \$6 to \$15.

PROPOSED SOLUTION

The Office of the Registrar proposes consolidating current document fees into a one-time, nonrefundable Document Management Fee. It would be charged to students in their first quarter at UCSC and would provide students with unlimited official documents both while attending UCSC and after they leave the university. The proposed fee would be:

| | |
|----------------|-------|
| Undergraduates | \$140 |
| Graduates | \$70 |
| Summer Session | \$40 |

Financial Aid can help cover the cost of the document management fee. The document management fee would be charged to each student in their first term.

Current and former students and alumni will be grandfathered in. No fee will be charged to these groups as they have already paid the current fees throughout the course of their academic career.

DOCUMENT MANAGEMENT FEE—COVERED SERVICES AND EXTRA SERVICES

The document management fee covers:

- Lifetime official transcripts—standard processing, picked-up or mailed by U.S. Postal Service first-class.
- Lifetime enrollment verifications—standard processing, picked-up or mailed by U.S. Postal Service first-class
- Lifetime graduation certifications—picked-up or mailed by U.S. Postal Service first-class

Please Note: Services not covered under the Document Management Fee, including rush and same-day orders, special shipping and handling, and notary services, will be administered on a per-transaction fee basis. For these services, the document will be provided free of charge, but fees for expedited service will be charged.

COMPARISON OF DOCUMENT MANAGEMENT FEES

Three UC campuses have already implemented document management fees, [Berkeley](#), [Davis](#), and [Los Angeles](#). UCSC's proposed document management fees would be lower than these institutions.

Additional campuses are considering adding a document fee.

| | UCSC (proposed) | UC Davis | UCLA | UC Berkeley |
|---------------|-----------------|----------|------------|-------------|
| Undergraduate | \$140 | \$150 | \$165 | \$180 |
| Graduate | \$70 | \$150 | \$80-\$100 | \$86 |
| Visitor | \$40 | | \$50 | \$54 |

Please direct questions, comments, and concerns to registar@ucsc.edu.