UCB Office of the Registrar  
Document Management Fee  

Approved by Chancellor Birgeneau in March 2011 based on recommendations by the Chancellor’s Advisory Committee on Student Services (CACSSF) and from the Committee on Student Fees and Budget Review, this is a consolidation of eleven existing transaction fees into a single, one-time fee covering a variety of documents and services for the lifetime of the degree.

Replacing various individual transaction fees with a single, one-time fee affords a number of benefits for students, alumni, and Office of the Registrar:

- Financial aid can now apply to the fee;
- Students lock in the current cost of services and gain lifelong access to unlimited numbers of the covered documents;
- Students and alumni receive better service because transactions aren’t slowed by payments or billing; and
- Office of the Registrar gains efficiencies by no longer processing payments for individual transactions, and having to track down late payments and bad checks.

The OR Document Management Fee will provide for the following for students and alumni:

- Unlimited official transcripts—sent 1st class mail or provided over the counter in-person;
- Incomplete petitions—for posting final grade for incomplete courses;
- Unlimited verifications—Official Verification of Attendance and Degrees sent 1st class mail or provided over the counter in-person;
- Unlimited Certificates of Completion for undergraduate degrees;
- Unlimited official course descriptions;
- One diploma mailed at no charge using standard shipping;
- Elimination of the late fee for filing Bachelor Degree Candidacy;
- Elimination of the name change fee;
- Elimination of the fee for petitions for Credit by Examination; and
- Elimination of fee for Dean’s Appraisal/Letter of Good Standing.

Effective July 1, 2011 these documents and services will be covered by the OR Document Management fee. The one-time, non-refundable fee will be assessed for all new students beginning with those admitted for Fall 2011. The fee amount varies depending upon program:

- Undergraduate $175
- Doctoral $106
- Masters, PDF paying, self-supporting $84
- Summer-only and EAP visiting students $53
- JD, LLM & Law Summer-only $26

Summer Sessions students who paid the $52 Document Management fee and who are admitted as a new student for the following Fall term will only be responsible for the balance of the appropriate document fee for their degree goal. Continuing students and alumni will not be assessed the Document Management fee, as they have been subject to the various transaction fees for some time.

Those services not covered by the document management fee will still be subject to transaction fees. These include, but aren’t limited to: express shipping, enclosure of forms with transcripts, customized verifications, replacement diplomas and notary services. Additionally, students and alumni must clear any financial blocks before obtaining official transcript services.