

**REQUEST FOR TRANSCRIPTS**

**(Please use separate requests per service type; regular, rush, other.)**

<p><b>FEES: If paying by check or money order, please make payable to CSUSB.</b></p> <p><u>Regular Service:</u> Transcript of Record (1<sup>st</sup> copy)..... \$ 6.00                  Each additional transcript prepared at the same time..... \$ 3.00  <u>Rush Service:</u> additional service fee, per transcript..... \$ 8.00  <u>Other Service:</u> _____ \$ _____</p>	<p><b>OFFICE USE ONLY:</b></p> <p>Total # of copies requested _____ REG                  Total amount due \$ _____ RUSH                  Receipt No. _____ OTH                  Date _____ By _____                  Audit _____ Holds _____</p>
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**PLEASE PRINT CLEARLY:**

Student ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Last Term Attended \_\_\_\_\_

Name: \_\_\_\_\_  
 (Last Name) (First) (Middle)

Other name(s) used while in attendance: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**★ WILL PICK UP** (no. of copies) **TRANSCRIPTS** (Transcripts not picked up *within 30 days* will be destroyed!)

**★ PLEASE MAIL** (no. of copies) **TRANSCRIPTS TO:** (Transcripts will be addressed *exactly* as written below.)

Please allow two weeks to receive transcripts by mail, especially those going out of the country. Transcripts not received by the two week period must be reported to us **within 30 days** or a new request and fee will be required to reprocess.

Name of person, institution or organization: \_\_\_\_\_

Attention: (Name of person or department) \_\_\_\_\_

Address, Apt #, and/or Suite #: \_\_\_\_\_

City, State, Zip Code: (List Country if going out of the US) \_\_\_\_\_

**★ SPECIAL INSTRUCTIONS** (If there are no special instructions, we will process your transcript(s) as your records stand today.)

*Please hold the processing of this transcript request until:*

**DISCOUNTED GRADE:** Class Name \_\_\_\_\_ Quarter/Year \_\_\_\_\_ Grade \_\_\_\_\_

**GRADES BECOME AVAILABLE FOR:** Quarter \_\_\_\_\_ Year \_\_\_\_\_ Summer Session \_\_\_\_\_

**DEGREE POSTED:** Quarter/Year \_\_\_\_\_ Degree & Major \_\_\_\_\_

**★ PLEASE READ CAREFULLY the following conditions & restrictions:**

✓ **NO ONE** can request or pick up your transcripts for you. We encourage you to use our on-line services (a \$2.00 service fee per transcript is required).

✓ If a departmental HOLD has been placed on your student records, the request and fee will not be processed and will be returned to you by mail. Once the HOLD has been removed, a new transcript request form and fee must be resubmitted.

✓ It is your responsibility to provide the **correct and complete** address of the persons, institutions or organizations receiving these transcripts. Transcripts mailed with incorrect or incomplete addresses **will require a new request form and fee.**

✓ Problems with transcripts (i.e. missing grades, term or degree) must be reported to us within 60 days of the date mailed from the Records office.

✓ It is your responsibility to check on the completion of grade changes, grade discounts, name changes, etc. with the Records Office **before submitting** a transcript request. (TIP: Check on grades via MyCoyote!)

✓ **By initialing here, I am verifying that I have read and understand the above conditions and restrictions:** \_\_\_\_\_

**OFFICE USE ONLY:**  
Name  
File

(Last)

(First)

(M/N)

**Transcript(s) picked up by:** \_\_\_\_\_ **Date P/U** \_\_\_\_\_