

REQUEST FOR TRANSCRIPT

CSU, Stanislaus * One University Circle * Turlock CA 95382

UNIVERSITY ID NUMBER: _____

Last Name First Middle Maiden/Former

Street Address City State Zip

Date of Birth Phone # Signature Today's Date

PLEASE CHECK HERE IF YOU WOULD LIKE TO PICK UP YOUR TRANSCRIPTS FROM THE ENROLLMENT SERVICES OFFICE.

SEND
OFFICIAL
TRANSCRIPT
TO:

PRINT
ADDRESS
CAREFULLY
FOR USE IN
WINDOW
ENVELOPE.

Please Complete The Following:

1. Number of transcripts to be ordered: _____
(Prices are listed on page 2 of this form)

2. Please check which service(s) you would like applied to this order:

REGULAR/STANDARD TRANSCRIPT REQUEST
(2 weeks processing time. Regular prices apply).

RUSH TRANSCRIPT REQUEST
(1-3 business days processing time. Additional \$10 fee applies).

SEND TRANSCRIPT WHEN DEGREE IS POSTED: _____
*Please note degree type (BA, BS, MA, MS etc.) & graduation term.

SEND TRANSCRIPT WHEN GRADES ARE POSTED FOR: _____
*Please note semester & year.

Office Use Only

Fee paid	Receipt #	Processed by	
Official Copy	Working Copy	WTPG	Term & Year:
Micro	Micro +	WTPD	Term & Year:
Student has "hold" and was notified on:			"Hold" cleared on:

Transcript Information

PLEASE SUBMIT A COMPLETED FORM FOR EACH TRANSCRIPT BEING SENT IN A SEPARATE ENVELOPE.

PRICES: One copy \$4.00. Each additional copy is \$2.00 when ordered/sent at the same time.

MAKE SURE YOU RECEIVE YOUR COMPLETE TRANSCRIPT: Extended Education and some Summer Session courses are kept on an Extended Education transcript and not on your regular Permanent Academic Record transcript. You must indicate which sessions you have attended in order to insure that we send a copy of ALL CSU, Stanislaus transcripts.

HOW LONG DOES A REQUEST TAKE TO PROCESS? Transcripts are normally processed within ten (10) working days from the time Enrollment Services received the paid request. Due to the large number of transcript requests at the beginning and end of each term, allow at least three (3) weeks for requests to be processed. If you have requested that your transcript be held until your degree or grades are posted additional time will be required.

WHAT IS ON THE TRANSCRIPT? Each transcript will contain a complete record of work you have completed at CSU, Stanislaus, including Extended Education coursework. Partial or unofficial transcripts cannot be sent.

WHAT WILL NOT APPEAR THE TRANSCRIPT? A transcript sent from CSU, Stanislaus does not contain a record of work completed at any other institution. Once you have earned a degree from CSU, Stanislaus, a summary of transferable units is posted on your Permanent Academic Record. This summary includes information about units and grade point totals.

CSU, STANISLAUS CANNOT release, reissue, or copy for distribution, transcripts or copies of transcripts from other institutions. Transcripts from other institutions must be obtained from those institutions. CSU, Stanislaus transcripts cannot be faxed or sent electronically.

TRANSCRIPTS RELEASED TO STUDENTS: These transcripts will have the University Seal and are considered official, however many institutions do not recognize a transcript as official unless it is mailed directly to the receiving institution.