REQUEST FOR TRANSCRIPT CSU Stanislaus • One University Circle • Turlock CA 95382

UNIVERSITY ID #: _____

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 TRANSCRIPT FROM THE ENROLLMENT SERVICES OFFICE.

SEND OFFICIAL TRANSCRIPT TO:

PRINT ADDRESS CAREFULLY FOR USE IN WINDOW ENVELOPE.

Please Complete The Following:

1. Number of official transcripts to be ordered:_____
   Fees are listed below.

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

☐ REGULAR/STANDARD TRANSCRIPT REQUEST
2 weeks processing time. Regular fees 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.) semester and year of graduation.

☐ SEND TRANSCRIPT WHEN GRADES ARE POSTED FOR: _____
Please note semester and 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:

REQUEST FOR TRANSCRIPT INSTRUCTIONS

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

FEES: $4.00 for one transcript. $2.00 for each additional transcript ordered at the same time. $1.00 for each transcript ordered over 10 copies. Additional $10 per order for rush. Note: Enrollment Services does not offer same day service on transcript requests.

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. Rush requests are processed within three (3) working days. 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 ON 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.