Do I have to submit official transcripts from all the institutions I have attended?

- Yes, transcripts are required from all institutions of higher education that you have attended, including institutions outside of the U.S. However, CSUS transcripts are not required. Applications that lack transcripts will be considered incomplete and will be denied.

Why do I need to send two official transcripts? Do you take copies? What if I graduated from CSUS with my undergraduate degree?

- Two sets of official transcripts should be submitted to the Office of Graduate Studies unless your department instructs you to do otherwise. Some departments prefer that you send one set directly to the department so they can begin an admissions file immediately. Please check with the department first. A copy sent directly to the Office of Graduate Studies is always required.
- Students who completed (or are in the process of completing) their bachelor’s degree at CSU Sacramento and already submitted transcripts for other institutions, are not required to submit new transcripts with their university application if they have not taken any other coursework elsewhere since they graduated.

Do I need transcripts from my junior college if the classes I took appear on the transcript where I earned my bachelor’s degree? What if I am just doing a credential program?

- Yes. Individual transcripts from each university, college, junior college or community college attended are required by the university to complete your graduate application. Transfer credits from one institution that appear on the transcript of another institution may not be substituted for an individual official transcript.

What if I received my degree or studied outside the United States?

- Foreign documents (academic records/degree verifications) are due one (1) month prior to the posted application deadline date. For specific information on foreign documents please visit: http://www.csus.edu/gradstudies/FutureStudents/ApplicantsWithForeignDocuments/index.html
- If you participated in a study abroad program, the credit should appear in the home campus transcript.

Where should I mail my transcripts? Can I submit them in person?

- Submit Transcripts to the following address:
  California State University, Sacramento
  Office of Graduate Studies
  Riverfront Center 215
  6000 J Street
  Sacramento, CA 95819-6112

- Please be sure to include the entire 9 digit zip code when sending documents to different university departments. Not including the last 4 digits of the zip code (6112) is the most common reason transcripts do not arrive in a timely manner. You may submit official transcripts sealed in
the issuing institution’s envelope in person. Transcripts/Academic Records that have been opened will not be accepted.

I checked the status of my application on MySacState, what does Initial Review Transcript Required mean?

- This means the Office of Graduate Studies have received your application from CSUMentor, but we are still missing official transcripts.

I checked the status of my application on MySacState, what does Pending More Information Required mean

- This means that your application MAY BE missing one or more of the following items:
  - Application Fee
  - Reinstatement Form
  - TOEFL/IELTS score report (for individuals that received their degree outside the US where English is not the official language of the country)
  - Transcripts/Academic Records

How do I know which transcripts/documents are missing?

- You may log onto your MySacState Student Service Center and check the To Do List for the missing transcripts/documents.

I have submitted all of my official transcripts/documents, why am I still receiving notice that I am missing transcripts/documents?

- This may be one of two things:
  - OGS may have received your transcripts/documents, but it may be in the queue waiting to be processed (NOTE: from the time your transcripts/documents are received by OGS it may take 2-3 weeks for processing of your documents).
  - OGS has received your transcripts, but have not completed review of your application (Note: from the time all transcripts are received, it may take 6-8 weeks to complete review of your application).