



Transcript Request Form

MAIL REQUEST OR SUBMIT IN PERSON TO: Outgoing Transcripts, 6000 J Street, Sacramento, CA 95819-6056

IMPORTANT: Always confirm processing time at: [HTTP://WWW.CSUS.EDU/REGISTRAR/TRANSCRIPTS](http://www.csus.edu/registrar/transcripts)
Please note: that the processing time does not include mailing time.

Your request will be returned to you and not processed if:

- There is a hold on your record
- Full payment is not enclosed
- Writing is illegible
- Form is incomplete

Official Transcript Fees

\$8.00 per transcript

NOTE: Transcript fees are non-refundable

Rush Fees (When available)

\$15.00 PLUS the cost of the number of official transcripts ordered

When submitting a RUSH request, please write "RUSH" in large print on the outside of the envelope.

All Records

\$15.00 per set. Unofficial, photocopied transcripts which Sac State has on file from other schools. (FOR PERSONAL USE ONLY)
Rush service is not available for All Record Requests

PLEASE PRINT IN BLUE OR BLACK INK

Name _____ Student ID #/SSN _____
Last First MI

Address _____ Former Name(s) _____

City _____ State _____ Zip _____ Email _____

Phone _____ Alt Phone _____ Date of Birth _____
Month Day Year

Are you currently enrolled? (Circle One) Yes No

Last Semester/Year of attendance at Sac State: _____ Date of Graduation: _____

STUDENT'S SIGNATURE (REQUIRED)

DATE

Please check all that apply:

Special Instructions:

- I would like to pick-up my transcripts
- Hold for current grades _____ (Semester/Year)
- Hold for degree posting _____ (Semester/Year)
- Hold for grade change from _____ to _____
Course/Year _____
- Hold for additional credit from _____
- Include form with transcript

Transcript Fees:

- _____ Official Transcripts at \$8.00 each = _____
 - Rush my order for an additional \$15.00 fee
 - _____ set of All Records at \$15.00 each (No Rush)
- Total fees included: \$ _____

Other Special Instructions: _____

Please mail transcripts to the following address(s): Please print additional addresses on a separate sheet of paper and attach them to this form.

_____ # of Official Transcripts to:	_____ # of Official Transcripts to:

OFFICE USE ONLY Holds Cleared _____ Sac State Requests _____ \$ _____ A/R Requests _____ \$ _____ Rush Service \$ _____ Grand Total _____

REV 08/09 Check # / Amount _____ / _____ Received Date/Initials _____ / _____ Date Sent/Initials _____ / _____