



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

Official Transcript Fees (7-business day processing, not including mail time)

\$8.00 per transcript

Rush Fees (3-business day processing, not including mail time)

\$8 per transcript + PLUS \$15 flat fee

- 1 Rush transcript = \$23
- 2 Rush transcript = \$31
- 3 Rush transcript = \$39

All Records

\$15.00 per set. Unofficial, photocopied transcripts which Sac State has on file from other schools.

Includes an unofficial copy of Sac State academic transcript. Does NOT include Sac State Official Transcript. **(FOR PERSONAL USE ONLY)**

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

STUDENT INFORMATION (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: _____ Term of Graduation: _____

REASON FOR TRANSCRIPT REQUEST (Please check all that apply):

- Student Transfer
- Scholarship
- Military
- Grad School / Professional School
- Employment
- Personal/Other

Please check all that apply:

- I would like to pick-up my transcripts (Photo ID required upon pick-up. Transcripts will be held for 6 months.)
- 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 _____

Transcript Fees (TRANSCRIPT FEES ARE NON-REFUNDABLE):

- _____ Official Transcripts at \$8.00 each = _____
- Rush my order for an **additional** \$15.00 fee
- _____ set of All Records at \$15.00 each
- Total fees included: \$ _____
- Other special instructions _____

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

Include form with transcript
 _____ # of Copies to:

Include form with transcript
 _____ # of Copies to:

STUDENT SIGNATURE (REQUIRED) _____ DATE _____

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

Rev 04/14 Check #/Amt _____ / _____ Rcd Date/Initials _____ / _____ Date Verified/Initials _____ / _____ Date Sent/Initials _____ / _____