



**MAIL REQUEST TO:** Sacramento State, Bursar's Office, 6000 J Street, Sacramento, CA 95819-6052  
**OR SUBMIT TO DROP BOX:** In Front of Lassen Hall 1001 \* **DO NOT LEAVE CASH** \*

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

**\$8.00 per transcript**

**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
- Grad School / Professional School
- Scholarship
- Employment
- Military
- Personal/Other

**Please check all that apply:**

- 
- 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 = \_\_\_\_\_
- NOT AVAILABLE Rush order for an **additional** \$15.00 fee
- NOT AVAILABLE \_\_\_\_\_ 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 \_\_\_\_\_ / \_\_\_\_\_