



**MAIL REQUEST OR SUBMIT IN PERSON TO:** Bursar's Office, 6000 J Street, Sacramento, CA 95819-6052

**Official Transcript Fees (7-10) 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
- Email is listed for delivery

**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 04/22 Check #/Amt \_\_\_\_\_ / \_\_\_\_\_ Red Date/Initials \_\_\_\_\_ / \_\_\_\_\_ Date Verified/Initials \_\_\_\_\_ / \_\_\_\_\_ Date Sent/Initials \_\_\_\_\_ / \_\_\_\_\_