

Request for Transcripts

Please read both pages carefully.

Student ID Number:

You may provide your Campus Wide ID number or your Social Security Number.

Email Address:

Current Last Name: _____ First: _____ Middle: _____

Other Name(s) Used: _____

Street Address: _____ Apartment: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: _____ Birthdate: _____

Students are responsible for complete mailing addresses, including zip code.

See next page for additional information and fees.

Please make check payable to: **CSUF in US dollars.**

Number of copies requested: _____ Note: Only **ONE** address per form.

SEND TO: Name/Organization

Street Address

City/State/Zip Code

SELECT ONLY ONE:

Send records now – Processed in order received and may take from 10 to 14 business days*

Send after current grades are recorded* Term _____

Hold for degree posting* (allow 4 to 6 weeks after grades are posted)

Term _____ Degree earned: _____

Check if you *only* have Extended Education work

Hold for current grades to post?

CSUF Enrollment: From (month, year) _____ To (month, year) _____

Additional Information:

Student Signature: _____ **Signature Authorizes Release of Records**

Please note: Credentials are not considered an academic degree. They are issued by the State of California and are not posted on an academic transcript.

CSUF Transcript Information Guide

General Information

*We do our best to process transcripts within 3 to 5 business days from the date your request is received by the Office of the Registrar. However, at certain times of the year, a request may take 10 to 14 business days. You should allow for possible delays when making your request.

- There are no “RUSH” transcript services.
- Transcripts cannot be faxed.
- We do not have a “pick-up” service.
- Transcripts are not issued if you have an outstanding obligation to the university.
- An opened transcript will *not* be REVALIDATED nor RESEALED. A new transcript **MUST** be ordered and paid for.
- Only Cal State Fullerton transcripts will be issued. Transcripts from other institutions must be ordered directly from those institutions.
- Partial transcripts will not be issued under any circumstances.
- In accordance with the Family Education Rights and Privacy Act of 1974, your records will not be released to a third party without your written consent.

Fees

- \$4.00 first copy of each order
- \$2.00 additional copies on same order up to 10
- \$1.00 additional copies on same order over 10

Example:

Number of Transcripts	Cost Per Transcript	Total Cost
1	\$4.00	\$4.00
9	\$2.00	\$18.00
4	\$1.00	\$4.00
14		\$26.00

Worksheet Calculator:

Number of Transcripts	Cost Per Transcript	Total Cost

*If you checked: “Send after current grades are recorded”

- Transcripts held for semester grades will not be processed until **all grades/academic status** are final. (Approximately 2 to 3 weeks after the last day of finals.)

*If you checked: “Hold for degree posting”

- Degrees are *NOT* posted at the same time as semester grades.
- The posting of your degree may take 4 to 8 weeks to complete after the final grades are entered into our system.