

REQUEST FOR TRANSCRIPTS

<p>FEES: Payable to CSUSB by Check or Money Order ONLY.</p> <p>Transcript of Record (1st copy)..... \$4.00 Rush Transcript Service (1st copy)..... \$8.00 Each additional transcript prepared at the same time.....\$2.00 Other _____ \$ _____</p>	<p>OFFICE USE ONLY:</p> <p>Total # of copies requested _____ REG Total amount due \$ _____ RUSH Receipt No. _____ OTH Date _____ By _____ Audit _____ Holds _____</p>
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PLEASE PRINT CLEARLY:

Student ID # _____ Date of Birth _____ Last Term Attended _____

Name: _____
 (Last Name) (First) (Middle)

Other name(s) used while in attendance: _____

Mailing Address: _____ Apt# _____

City: _____ State: _____ Zip _____

NOTE: If this is a new address, do we have your permission to update our records? Yes No Not Applicable

Phone: Home () _____ Work () _____ E-Mail _____

STUDENT SIGNATURE: _____ **Today's Date** _____

★ WILL PICK UP _____ (no. of copies) **TRANSCRIPTS** (Transcripts not picked up *within 30 days* will be destroyed!)

★ PLEASE MAIL _____ (no. of copies) **TRANSCRIPTS TO:** (Transcripts will be addressed *exactly* as written below.)

Please allow two weeks to receive transcripts by mail, especially those going out of the country. Transcripts not received by the two week period must be reported to us **within 30 days** or *a new request and fee will be required to reprocess.*

Name of person, institution or organization: _____

Attention: (Name of person or department) _____

Address, Apt #, and/or Suite #: _____

City, State, Zip Code: (List Country if going out of the US) _____

★ SPECIAL INSTRUCTIONS (If there are no special instructions, we will process your transcript(s) as your records stand today.)

Please hold the processing of this transcript request until:

DISCOUNTED GRADE: Class Name _____ Quarter/Year _____ Grade _____

GRADES BECOME AVAILABLE FOR: Quarter _____ Year _____ Summer Session _____

DEGREE POSTED: Quarter/Year _____ Degree & Major _____

★ PLEASE READ CAREFULLY the following conditions & restrictions:

✓ **NO ONE** can request or pick up your transcripts for you without a valid picture I.D. and written approval from you!

✓ If a departmental HOLD has been placed on your student records, the request and fee will not be processed and will be returned to you by mail. Once the HOLD has been removed, a new transcript request form and fee must be resubmitted.

✓ It is your responsibility to provide the **correct and complete** address of the persons, institutions or organizations receiving these transcripts.

✓ Transcripts mailed with incorrect or incomplete addresses **will require a new request form and fee to reprocess.**

✓ Problems with transcripts (i.e. missing grades, term or degree) must be reported to us within 60 days of the date mailed from our office.

✓ It is your responsibility to check on the completion of grade changes, grade discounts, name changes, etc. with the Records Office **before** filing a transcript request. (TIP: Check on grades via MyCoyote!)

✓ **By initialing here, I am verifying that I have read and understand the above conditions and restrictions:** _____

OFFICE USE ONLY:
Name _____
File _____

(Last)

(First)

(MN)

Transcript(s) picked up by: _____ **Date P/U** _____