

## Professional Accounting Certificate Request for Official Transcript and Letter of Verification

### 1. Student's Information

Title <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.			
Last Name	First Name	Middle	Maiden
Street Address			
City	State	Zip/Postal Code	Country
Date of Birth	Student ID and/or Social Security #	E-mail Address	
Phone (Day)	Phone (Message)		

### 2. Official transcript and/or verification letter

<p>Sealed; official copy of</p> <p><input type="checkbox"/> <b>Official Transcript</b></p> <p><input type="checkbox"/> <b>Letter of Verification</b></p>	<p>Deliver to:</p> <p><b>California Board of Accountancy Examination Unit 2450 Venture Oaks Way, Suite 300 Sacramento, CA 95833</b></p>
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### 3. Fee

The fee per single official transcript and letter of verification is \$9.00 (\$5.00 for verification letter and \$4.00 for transcript). Enclose your check or money order made out to California State University, Fresno. Requests cannot be processed without payment. **Please do not file this form unless you have completed all your bachelor's degree requirements. Fees are non-refundable.**

### 4. Signature: Please sign and date in the box below. Order will not be processed without signature.

Sign: _____	Date: _____
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**Please submit this form with your payment to:**  
Admissions and Records Service Windows, Joyal Administration Building,  
North Lobby

### For Official Use Only

Status Verification	
<input type="checkbox"/> Enrollment in the Professional Accounting Certificate	
<input type="checkbox"/> Completion of Bachelor's Degree Requirements	
<input type="checkbox"/> Unable to process: _____	
Date Sent: _____	By: _____

Item Code	Description	G/L Code
1200	Pmt-Document Reprod-Counter	501945-48519-62481-0000-00000-000000
1760	Pmt-Transcripts-Counter	501950-90000-70050-0000-00000-000000