

Request for Official Transcript

Fill out one request form for each address a transcript will be mailed to.

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)	
Are you currently enrolled at CSU Fresno? <input type="checkbox"/> Yes <input type="checkbox"/> No - If no, fill in the last date of attendance			
		Semester _____	Year _____

2. When should we process this transcript request?

<input type="checkbox"/> Send now <input type="checkbox"/> Send after grades are posted <input type="checkbox"/> Send after degree is posted <input type="checkbox"/> Send after incomplete or grade change is posted	Specify the semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Session Specify the degree: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's Date of Degree _____ <div style="text-align: right;">(mm/yy)</div>
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3. Official transcript number and distribution instructions:

	Deliver to:	
Official Transcript	Quantity	
<input type="checkbox"/> Sealed; official copy	_____	

4. Transcript fees:

The fee per single official transcript is \$4.00. Additional official transcripts prepared at the same time up to ten (10) are \$2.00 each. Attach additional request forms for multiple addresses. Enclose your check or money order made out to California State University, Fresno. **Requests cannot be processed without payment.**

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

Sign: _____	Date: _____
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Date Transcript Sent: _____	Fee: _____	By: _____	Fee Paid: _____	By: _____	Receipt No: _____
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