SAN DIEGO STATE UNIVERSITY

Office of the Registrar
Enrollment Services

CASHIERS STAMP

REQUEST FOR OFFICIAL SDSU TRANSCRIPT

STUDENT INFORMATION

The student is the only one authorized to order a transcript. No transcript will be sent without the student's signature. Please type or print the following information.

SDSU REDID NO.: _____ DATE OF BIRTH: ____ / ____ / ____
(SSN if RedID is unknown or if last attendance was prior to 1987) *mm* *dd* *yyyy*

FULL NAME: _____ _____ _____ _____
Last First Middle Maiden (other)

ADDRESS: _____ _____ _____ _____ _____
No. Street City State Zip Country

E-MAIL: _____ PHONE NO.: ( ) _____

Signature required below. (If this transcript is being sent to me, I, by signing this form, am assuming responsibility for its authenticity.)

SIGNATURE: _____ DATE: _____

TRANSCRIPT REQUEST INFORMATION

Note: Read below for policy information.

SEND TRANSCRIPT TO: _____
Name of Institution or Company

_____

NO. OF COPIES: ____

_____ _____ _____ _____ _____
No. Street City State Zip Country

☐ SEND TRANSCRIPT NOW *(see below for processing time required)* ☐ Hold for Final Grades ☐ Hold for BA ☐ Hold for MA ☐ Hold for Ph.D

DO YOU HAVE A TRANSCRIPT RECEIPT DEADLINE? **(form must be submitted 5-7 working days prior to deadline)**

☐ Yes ☐ No If **yes**, date of deadline _____

ARE YOU CURRENTLY ENROLLED AT SDSU? ☐ Yes ☐ No If **no**, date of last attendance _____

HAVE YOU TAKEN EXTENSION COURSES? ☐ Yes ☐ No If **yes**, date of last attendance _____

TRANSCRIPT POLICIES

1. Transcript charges:
   - Order of one $4.00
   - Second through tenth, prepared at the same time ..... $2.00 each (in addition to the charge indicated above)
   - Eleven or more, prepared at the same time ..... $1.00 each (in addition to the charges indicated above)

   Example: An order of two transcripts: $6.00 ($4 + $2) An order of ten transcripts: $22.00 ($4 + $2 x 9)
   An order of eleven transcripts: $23.00 ($4 + $2 x 9 + $1)
   An order of fifteen transcripts: $27.00 ($4 + $2 x 9 + $1 x 5)

   Submit form and payment to: Cashiers Office, San Diego State University, 5500 Campanile Drive, San Diego, CA 92182-7426
2. Transcripts are NOT ISSUED until ALL OUTSTANDING ACCOUNTS with the university are paid.
3. For identification purposes, official transcripts sent to educational institutions within the United States will include your Social Security Number and month/day of your birth date. All other official transcripts will print without your SSN, but with the month/day of your birth date. If you want your official transcript to include or exclude the SSN and birth date in a different manner for this order only, you must notify the Office of the Registrar when you submit this request.
4. Allow 3 to 5 business days for processing once the Office of the Registrar receives the request from the Cashiers Office. Allow 3-4 weeks after the semester ends for final grade transcripts. Degrees are posted 4-6 weeks after grades are posted.
5. Every attempt will be made to meet deadline dates if a specific date is indicated on the "Transcript Receipt Deadline" line above. You may provide a postage-paid USPS Priority Mail or Express Mail envelope with your request to expedite the mailing process. As of 11/1/2008, no other expedited mail envelopes will be accepted.
6. Transcripts sent to a student's home address may not be considered official by other educational institutions. In addition, employers and other business concerns may not consider these transcripts official if the seal on the mailing envelope is broken. All transcripts mailed directly to the student are stamped ISSUED TO STUDENT.
7. Official transcripts MAY NOT be picked up in person. ALL transcripts will be mailed to the address given above. If transcripts are to be mailed to more than one address, submit a separate request form for each address.
8. **WE DO NOT SEND TRANSCRIPTS TO OUR OWN ADMISSIONS OFFICE, or to the SDSU Graduate and Research Affairs.**
9. **Only San Diego State University transcripts will be issued. The transcript will contain all coursework at San Diego State University.** Copies of other schools' transcripts are not included. Transcripts from other schools must be ordered from the original source.

NOTE: Total undergraduate credit (units only, not coursework) accepted by San Diego State University from other schools is posted on San Diego State University records. Due to the University holiday and furlough schedule, **transcript orders made after December 9, 2009 via paper mail will not be processed until after January 5, 2010.** In addition, it may take 4–6 weeks to receive your transcript after January 5.