

## 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 clearly.

RedID: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(SSN if RedID is unknown or if last attendance was prior to 1987) MM DD YYYY

Student's Name: \_\_\_\_\_  
Last First Middle Maiden (other)

Address: \_\_\_\_\_  
No. Street City State Zip Country

E-mail: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSCRIPT REQUEST INFORMATION**

Send Transcript to: \_\_\_\_\_  
Name of Institution or Company

\_\_\_\_\_

\_\_\_\_\_

No. Street

\_\_\_\_\_

City State Zip Country

**No. of Copies:** \_\_\_\_\_

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: \$7.00 per transcript  
**Complete and submit form and payment to:**  
**Cashiers Office, San Diego State University, 5500 Campanile Drive, San Diego, CA 92182-7425**
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 business days for processing once the Office of the Registrar receives the request from the Cashiers Office. Allow 2 weeks after the last day of finals for final grade transcripts. Degrees are posted 3-5 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 United States Postal Service Priority Mail or Express Mail envelope with your request to expedite the mailing process. **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. ALL transcripts will be mailed to the address entered 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 Division of Graduate 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.