

**Request for
Official SDSU Transcript**

(Please Print)

Student ID or SS No. _____

Date of Birth mm/dd/yyyy ____/____/____

Full Name _____

And Last First Middle Maiden(other)

Address _____

No. Street

City State Zip Code Country

Sign here: _____

Phone Number _____

(The student is the only one authorized to order a transcript, No transcript
Will be sent without student's signature.)

Print plainly within the space below for a window envelope. Include name and COMPLETE
address to which the transcript is to be sent.

SDSU San Diego State University, 5500 Campanile Drive, San Diego, CA 92182-7455
"If this transcript is being sent by me, I, by signing this form, am assuming responsibility for its
authenticity."

**NOTE: READ REVERSE SIDE FOR POLICY
INFORMATION**

Answer each question below:

No. of copies _____ Date requested _____

Are you a new student? Yes__ No__

Are you currently enrolled at SDSU? Yes__ No__

If no, date of last attendance _____

Extension courses? Yes__ No__

If yes, date of last attendance _____

Send transcript now (See back for processing
time required)

CURRENT TERM ONLY:

Hold for final grades Hold for BA
 Hold for MA

CASHIER'S STAMP

TRANSCRIPT POLICIES

- 1. Transcript charges:
 - Order of one.....\$4.00
 - Second through tenth, prepared at same time.....\$2.00
 - Eleven or more, prepared at the same time.....\$1.00

The transcript charge is payable in advance at the Cashier's 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. Allow 5 to 10 working days for processing once Admissions and Records receives the request from the Cashier's Office. Allow 3 weeks after semester ends for final grade transcripts.
- 4. Every attempt will be made to meet deadline dates, however, the specific date must be indicated on the front of the request form. You may provide a pre-paid Express Mail envelope with your request to expedite the mailing process.
- 5. Transcripts sent to a student's home address are not considered official by other educational institutions. In addition, employees 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.
- 6. Official transcripts MAY NOT be picked up in person. ALL of these requests will be mailed to the address given on the official transcript request form.
- 7. **WE DO NOT SEND TRANSCRIPTS TO OUR OWN GRADUATE ADMISSIONS OFFICE.**
- 8. **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.