



Transcript Request Form

- ◆ If you are currently enrolled, you may submit your request through your CougarNet account.
◆ Please allow two business days for processing. If you were enrolled from 1958 -1997, please allow 5 additional days for processing.
◆ We no longer accept fax request.

Name \_\_\_\_\_

Former Name(s) \_\_\_\_\_

CSU ID or Social Security# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Last Term Attended \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Hold for Final Grades \_\_\_\_\_ Hold for Degree

Number of Copies \_\_\_\_\_

Standard Processing (select one below):

- Regular Fee (\$5 per copy two day processing)
Rush Fee (\$10 per copy same day processing)

\_\_\_\_\_ Student Pick Up (Identification Required)

[I authorize \_\_\_\_\_ to pick up my transcript.] (Identification Required)

\_\_\_\_\_ Mail to (Please Print):

Five horizontal lines for mailing address

Office Use Only

Receipt# \_\_\_\_\_

Date \_\_\_\_\_

Processed By \_\_\_\_\_