

OFFICIAL TRANSCRIPT REQUEST FORM INSTRUCTIONS

Complete all sections of the form as indicated below.

Section#

- 1-2 Clearly print your complete name and any other names you may have used while in attendance at Chico State.
- 3 Clearly print your current contact information including mailing address, daytime telephone number, and email address. It may be necessary to contact you regarding your transcript request.
- 4-5 Indicate your Student ID or Social Security Number and Birthdate.
- 6-7 Provide your hand-written signature and today's date. Transcripts will be issued only at the request of the student and this signature authorizes release of the transcript.
THE STUDENT'S SIGNATURE IS REQUIRED.
- 8 Teachers should select this box if this request is for pursuing a salary increase.
- 9 Select one Processing Option:

Now, Regular processing	<ul style="list-style-type: none"> • 7-14 business days plus additional time for mailing • Delivered by U.S. Mail only
Now, Rush processing*	<ul style="list-style-type: none"> • 2-5 business days plus additional time for mailing • \$8.00 additional fee • Delivered by U.S. Mail only. For FedEx delivery, order online at https://www.csuchico.edu/sro/transcript/index.shtml
Hold for Degree	Indicate the degree and semester. Degrees are typically awarded 8-10 weeks after the official graduation date for the semester.
Hold for Grades	Indicate the semester grades to be included. Only for current or future semesters. Grades are typically released 3 weeks after the grades deadline for the semester.
Hold for Grade or Other Change	Indicate the expected change that the transcript request should be held for.
<ul style="list-style-type: none"> • It is the student's responsibility to ensure that grades and/or degrees are posted when Now is selected. • Hold for requests will be processed within 7 business days of the change or update to the student record. 	

- 10 Indicate the number of transcripts requested on this form.
- 11 The Amount Due is determined by the number of transcripts per recipient and the selected Processing Option. Use a new form for each recipient.

Amount Due										
Total Transcripts Requested for each recipient	1	2	3	4	5	6	7	8	9	10
Cost	\$4	\$8	\$12	\$16	\$20	\$24	\$28	\$32	\$36	\$40
*Add an additional \$8 to the fee listed above if Now, Rush processing selected to determine the total Amount Due.										

- 12 Select one Delivery Option. Include the complete mailing address for your transcript if you select "MAIL TO ADDRESS BELOW". Indicate if it should be sent to the attention of a specific party or department. **Use a new form for each recipient.**
Transcripts selected for PICK UP are destroyed after 30 days if not retrieved.
- 13 Enclose a **check** or **money order** payable to Chico State. Orders placed on campus may pay with **cash** or **WildCat Card**.
Completed request and payment should be mailed to: Office of the Registrar
Chico State
Chico, CA 95929-0720
If you prefer to pay by credit card, order online at <https://www.csuchico.edu/sro/transcript/index.shtml>

OFFICIAL TRANSCRIPT REQUEST FORM

Office of the Registrar
California State University, Chico
Chico, CA 95929-0720
Phone: (530) 898-5142 Email: registrar@csuchico.edu

Official Use Only:
PR # Both Only
ID: _____

PLEASE PRINT

1. NAME

Last First Middle

2. OTHER NAMES USED:

3. CURRENT CONTACT INFORMATION

Number & Street Apt. No.

City State Zip Code

Daytime Phone Number E-Mail Address

4. STUDENT ID OR SOCIAL SECURITY NUMBER

5. BIRTHDATE

Month Day Year

6. STUDENT SIGNATURE

7. TODAY'S DATE

Signature Authorizes Release of Student Records

8. TEACHERS Check here if requesting transcripts for salary increase

9. PROCESSING OPTIONS (select one):

- Now, Regular processing** 7-14 business days **plus additional time for mailing**
- Now, Rush processing*** 2-5 business days **plus additional time for mailing** for an additional \$8
- Hold for Degree** **Bachelor's semester:** _____ **Master's semester:** _____
Typically available 8-10 weeks after the official graduation date for the semester. Transcript will be mailed within 7 business days of degree.
- Hold for Grades** **Semester:** _____
Grades are typically officially released by the University 3 weeks after grades deadline for semester. Transcript will be mailed within 7 business days of the official release.
- Hold for Grade or Other Change** **Change** (if grade or other academic record update include semester and class information): _____

10. NUMBER OF TRANSCRIPTS REQUESTED

See **Amount Due** chart on **Instructions** page.

11. AMOUNT DUE: \$ _____ ***Add \$8 to chart amount if Now, Rush processing selected above.**

Enclose a check or money order payable to CSU, Chico.

If you prefer to pay by credit card, order online at <https://www.csuchico.edu/sro/transcript/index.shtml>

12. DELIVERY OPTIONS (select one):

- PICK UP (Photo ID Required) MAIL TO ADDRESS IN SECTION 3 MAIL TO ADDRESS BELOW

Use a new form for each recipient. PLEASE PRINT.

Name

Address

City State Zip Code

Current semester courses appear the first day of the semester. Your transcript will show only work completed at California State University, Chico. Transcripts from other institutions are not available.

Official Use Only:	Receipt #	Amount
Srvc Ind <input type="checkbox"/> _____ Enrolled Y <input type="checkbox"/> N <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 11 <input type="checkbox"/>		