

**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 CSU, Chico.
- 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:

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

- 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.

<b>Amount Due</b>										
<b>Total Transcripts Requested for each recipient</b>	1	2	3	4	5	6	7	8	9	10
<b>Cost</b>	\$4	\$6	\$8	\$10	\$12	\$14	\$16	\$18	\$20	\$22
<b>Total Transcripts Requested for each recipient</b>	11	12	13	14	15	16	17	18	19	20
<b>Cost</b>	\$23	\$24	\$25	\$26	\$27	\$28	\$29	\$30	\$31	\$32
*Add an additional \$8 to the fee listed above if <b>Now, Rush processing</b> 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 CSU, Chico. Orders placed on campus may pay with **cash** or **WildCat Card**.

Completed request and payment should be mailed to:      Office of the Registrar  
    CSU, Chico  
    Chico, CA 95929-0720

If you prefer to pay by credit card, order online at [www.csuchico.edu/sro/forms/transcript.shtml](http://www.csuchico.edu/sro/forms/transcript.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

**4. STUDENT ID OR SOCIAL SECURITY NUMBER**

E-Mail Address

**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 [www.csuchico.edu/sro/forms/transcript.shtml](http://www.csuchico.edu/sro/forms/transcript.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"/>		