Transcript Order Form

There are three options for ordering your official transcript of course work taken at California State University, Los Angeles, including Open University, Extension and Summer Sessions. You may order Online, In Person (Records Office, SSB 3380) or via Mail (No Cash). AN OPENED TRANSCRIPT WILL NOT BE REVALIDATED. A new transcript must be requested. Only California State University, Los Angeles transcripts will be issued. Transcripts from other schools must be ordered directly from those schools.

Transcripts mailed and picked up by students will be labeled "ISSUED TO STUDENT"
Transcripts held for pick-up that are not collected by the student will be mailed after 3 business days.

PLEASE PRINT

The Transcript Order Form can be used for mail requests which will need to include a check with the appropriate fees payable to: California State University, Los Angeles Records & Enrollment Office SSB #3380 5151 State University Dr. Los Angeles, CA 90032-8524	**No. of Copies**	**Transcripts Fees** One Single Transcript .....$4.00 Each additional transcript (2-10) requested at the same time ..... $2.00 Each additional transcript (in excess of 10) Requested at the same time $1.00

SPECIAL INSTRUCTIONS

Hold transcript until:	**Dates of Attendance:**
☐ **Degree Recorded** *(Term/Year of Graduation)*	**First Attended Cal State** *(Term/Year)*
☐ **Final Grades Posted** *(Term/Year)*	
☐ **Grade Change or Incomplete** *(Term/Year)*	**Cal State TEACH** *(Term/Year)*

STUDENT RECORD INFORMATION ***(As It Appears on Your Official Cal State L.A. academic record):***

SSN/CIN:	**Permanent File No. (PFN):**		**Date of Birth:**
Last	**First**	**M.I**	**Maiden or other name**

☐ **PRINT AFFIRM NAME** *(Legal Name as default)* :

CURRENT ADDRESS

Mailing Address	**City**	**State**	**Zip Code**

Phone Number	**Email**

SIGNATURE REQUIRED:

Sign:	Date:

NOTE: APPLICANT IS RESPONSIBLE FOR CORRECT MAILING ADDRESS- ONE ADDRESS PER ORDER FORM. ☐ ***SEND TO ABOVE ADDRESS***

Name:

Address:

Address:

City: **State:** **Zip Code:**