



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 (Student Services Bldg 1st Fl A&R Center) 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 Student Services Building #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) _____	Cal State TEACH (Term/Year) _____
Grade Change or Incomplete (Term/Year) _____	

STUDENT RECORD INFORMATION:

SSN/CIN	Permanent File No. (PFN)	Date of Birth
NAME: (As It Appears on Your Official Cal State L.A. academic record)		
Last	First	M.I
Maiden or other name		

CURRENT ADDRESS:

Number	Street	Apt Nbr.	City	State	Zip Code
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PHONE NUMBERS:

Home	Work
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SIGNATURE REQUIRED:

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

Name		
Address		
Address		
City	State	Zip Code