

**California State University, Fresno**

Transcripts Office (559) 278-4743

5150 N. Maple Avenue, M/S JA57

Fresno, CA 93740-8026

## Request for Official Transcript

Fill out one request form for each address a transcript will be mailed to.

### 1. Student's Information

Name: Title

Last  First  Middle  Maiden

Mailing Address  City

State  Zip Code  Country

Phone Number  Message Phone

Date of Birth  Student ID or SSN  E-mail

Are you currently enrolled at CSU Fresno?  Yes/No If no, enter the last date of attendance:

Semester  Year

### 2. Transcript Information

When should we process this transcript request?

Specify the semester:

Specify the Degree:

Date of Degree:   
(mm/yyyy)

### 3. Official Transcript Number and Distribution Instructions

Quantity of sealed official transcripts:

**Deliver to:**

**Note:**

Unofficial transcripts are no longer issued.

### 4. Transcript Fees (Requests will not be processed without payment.)

The fee per single official transcript is \$4.00. Additional official transcripts prepared at the same time up to ten (10) are \$2.00 each. Attach additional request forms for multiple addresses. Enclose your check or money order payable to: **California State University, Fresno.**

### 5. Signature: Please sign and date in the box below. Order will not be processed without your signature.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date transcript sent: \_\_\_\_\_ Fee: \_\_\_\_\_ By: \_\_\_\_\_ Fee Paid \_\_\_\_\_ By: \_\_\_\_\_ Receipt No.: \_\_\_\_\_