

Office of Admissions and Records
California State University, Fullerton
PO Box 6808
Fullerton, CA 92834-6808

Student Id#: _____ - _____ - _____
(you may provide your Campus Wide Id# or SSN)
Email Address: _____

Current Last Name: _____ First: _____ Middle: _____

Other Name(s) Used: _____

Street Address: _____ Apt No: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: (_____) _____ - _____ Birthdate: ____/____/____

**Student is responsible for complete mailing address, including zip code.
See reverse side for additional information and fees.**

Please make check payable to: CSUF

Number of copies requested: _____ Note: only **ONE** address *per form*.

SEND TO: Name/Organization _____

Street Address _____
City/State/Zip Code _____

CHECK ONLY ONE:

Send records now— Processed in order received and may take from 10-14 business days*

Send after current grades are recorded* Term _____

Hold for degree posting* (allow 4-6 weeks after grades are posted)

Term: _____ Degree earned: _____

Check if you only have Extended Education work.
Hold for current grades to post? YES NO (circle one)

CSUF Enrollment: From (mo/yr) _____ To (mo/yr) _____

Additional Information: _____

Student's Signature x _____ Signature Authorizes Release of Records

Please note: Credentials are not considered to be an academic degree. They are issued by the State of California, they are not posted on an academic transcript.

California State University, Fullerton

Transcript Information Guide

General Information:

* *We do our best to process transcript requests within 3-5 business days from the date your request is received by the Records Office. However, at certain times of the year, a request may take 10-14 business days. You should allow for possible delays when making your request.*

- There are no “RUSH” transcript services.
- Transcripts cannot be faxed.
- We do not have a “pick-up” service.
- Transcripts are not issued if you have an outstanding obligation to the university.
- An opened transcript will not be REVALIDATED nor RESEALED. A new transcript MUST be ordered and paid for.
- Only Cal State Fullerton transcripts will be issued. Transcripts from other institutions must be ordered directly from those institutions.
- Partial transcripts will not be issued under any circumstances.
- In accordance with the Family Education Rights and Privacy Act of 1974, your records will not be released to a third-party without your written consent.

Fees:

- \$4.00 first copy of each order
- \$2.00 additional copies on same order up to 10
- \$1.00 additional copies on same order over 10

Example: 1 at \$4.00 = 4
 9 at \$2.00 = 18
 4 at \$1.00 = 4
 14 = \$26 Total

Worksheet:	1	x	\$4.00	=	4
	(max 9)	_____	x	\$2.00	= _____
		_____	x	\$1.00	= _____
				<hr/>	
			Total	=	_____

***If you checked: “Send after current grades are recorded”**

- Transcript requests being held for semester grades will not be processed until **all grades/academic status** are final. (Approximately 2-3 weeks after the last day of finals)

***If you checked: “Hold for degree posting”**

- Degrees are NOT posted at the same time as semester grades.
- The posting of your degree may take 4-8 weeks to complete after the final grades are entered in our system.