



Transcript Request Form

Order transcripts online at www.csun.edu/admissions-records/order-transcripts (extra fee) or use this form (no faxes). Transcripts cost \$4 for the first copy; additional nine (9) copies ordered at the same time are \$2 each; each additional transcript over 10 ordered at the same time is \$1 each. Allow 5-10 working days to process mail requests for current attendees. Attendees prior to Spring 1986 may take longer.

By Mail: Complete this form, enclose a check or money order payable to CSUN and mail to Admissions & Records, 18111 Nordhoff Street, Northridge, CA 91330- 8207. In-Person: Complete this form and bring to Admissions & Records with a photo ID. Methods of payment accepted at University Cash Services include cash, check, money order or debit card. Credit Cards are not accepted.

A transcript will not be issued until all outstanding obligations due to the University are cleared.

In accordance with federal law, records cannot be released without the written consent of the student.

CSUN ID: _____

First Name: _____ Middle: _____ Last Name: _____

Maiden/Other Name: _____ Date of Birth (MM/DD/YEAR): _____

Phone: _____ Last Enrolled: [] FA - Year _____ [] SP - Year _____ [] SU - Year _____

Student's Signature: _____ Date: _____

Transcript Order:

Grid for transcript orders with columns for Recipient 1-4, Address 1-2, City, State, Zip, Country, and Qty.

Special Instructions:

- Hold for current term grades: Semester & Year -
Hold until degree is recorded: BA/BS MA/MS Semester & Year -
Hold for grade change (Subject & Catalog #): Semester & Year -
Attachments to be sent with the transcripts (please attach to this form)
Other: