



Transcript Request Form

Order transcripts online (extra handling fee) or use this form to order transcripts by mail (no faxes can be accepted). Transcripts cost \$4 each. Allow 5-10 working days to process mail requests for current attendees. Transcripts for students attending CSUN prior to spring 1986 may take longer. For instructions to order transcripts online, visit www.csun.edu/current-students/order-transcripts-online.

By Mail: Complete this form, enclose a check or money order payable to CSUN and mail to Records and Registration, 18111 Nordhoff Street, Northridge, CA 91330- 8207. In-Person: Complete this form and bring to Records and Registration, Bayramian Hall lobby (room BH 100) 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. Please note: Official transcripts cannot be released until all missing grades are submitted.

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

Avoid entering personal information on public computers and/or public wireless access points.

CSUN ID: _____

First Name: _____ Middle: _____ Last Name: _____

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

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

Student's Signature: _____ Date: _____

Transcript Order:

Form with 8 recipient sections (Recipient 1-4 on each side), each with fields for Recipient, Address 1, Address 2, City, State, Zip, Country, and Qty.

Special Instructions:

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