

## Official Academic Transcript Request

**\*Please print all information. You must include your signature at the bottom of this form.**

1. Transcripts are \$4.00 per copy.
2. Special handling and mailing options are available for an additional cost.
3. Checks or money orders are to be made payable to Cleveland State University.
4. Orders mailed to the student will be marked "Issued to Student" if you do not request for them to be placed in a sealed envelope (see "Transcript Options" below).

**Student Information:**

Name:		CSU ID # or last 4 digits of SS # :	
Date of Birth (mm/dd/yyyy):		List any other names used while attending CSU:	
Address:		Email:	
City:	State:	Zip:	Phone Number: (     )     -

**University Information:**

What were your <u>approximate</u> dates of attendance?			
From		To	
Term:	Year:	Term:	Year:

**Transcript Options:**

Number of Copies:	<input type="checkbox"/> Place Transcript in a Sealed Envelope ( <i>Sealed Transcripts are official as long as seal is unbroken</i> )	<input type="checkbox"/> Issued to Student ( <i>Stamped with red Issued to Student Stamp</i> )
Process AFTER Posting of Grades (select term below)		<input type="checkbox"/> Process AFTER Posting of Degree
<input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer Semester <input type="checkbox"/> Fall Semester		

**Payment Options:**

<input type="checkbox"/> Standard Processing <small>(2-3 Business Days \$4.00 per copy)</small>	<input type="checkbox"/> Same Day Processing & Pickup <small>\$19.00 for 1 copy add \$4 for each additional copy</small>	<input type="checkbox"/> Same Day Processing & Overnight Mail <small>(\$29.40 for 1 copy add \$4 each additional copy Continental U.S. only)</small>
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**Delivery Options:**

<input type="checkbox"/> Hold for Pick-Up <small>(Campus411 (MC 116), photo ID required)</small>
<input type="checkbox"/> Mail Transcript

**Mail Transcript(s) to:**

Name:			
Address:			
City:	State:	Zip:	Country (if not US):

**\*Additional Destinations may be listed on the reverse of this form.**

**Orders mailed to the student will be marked "Issued to Student" if you do not request for them to be placed in a sealed envelope (see "Transcript Options" above).**

**Special Instructions:**

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**\*Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

OFFICE USE ONLY

**Requests completed in person may be returned to:**  
 Campus411 (MC 116)  
*Must be returned with receipt of payment*

**Requests completed by mail may be returned to:**  
 Office of the University Registrar  
 1899 Euclid Avenue, MC 116  
 Cleveland, Ohio 44115