

University Bursar's Office Stamp

### Request for Official SDSU Transcript

#### Student Information

The student is the only one authorized to order a transcript. No transcript will be sent without the student's signature. Please type or print clearly.

RedID: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(SSN if RedID is unknown or if last attendance was prior to 1987) MM DD YYYY

Student's Name: \_\_\_\_\_  
Last First Middle Maiden (other)

Address: \_\_\_\_\_  
No. Street City State Zip Country

Email: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

I have read and agree to the transcript policies below. **Signature required.**

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

#### Transcript Request Information

Send Transcript to: \_\_\_\_\_  
Name of Institution or Company

No. of Copies: \_\_\_\_\_

\_\_\_\_\_  
No. Street  
\_\_\_\_\_  
City State Zip Country

Include Social Security Number?  Full  Partial  None

Include Date of Birth?  Full  Partial  None

Are you currently enrolled at SDSU?  Yes  No If **no**, date of last attendance: \_\_\_\_\_

Have you taken extension courses through SDSU Global Campus, formerly College of Extended Studies?  Yes  No

If **yes**, date of last attendance: \_\_\_\_\_

#### Transcript Policies

- Transcript charges: \$15.00 per transcript  
**Complete and submit form and payment to:  
University Bursar's Office, San Diego State University, 5500 Campanile Drive, San Diego, CA 92182-7425**
- Unless otherwise indicated above, official transcripts sent to educational institutions within the United States will include your Social Security Number and month/day of your birth date. All other official transcripts will print without your SSN, but with the month/day of your birth date.
- Allow 3 business days for processing once the Office of the Registrar receives the request from Student Account Services. Allow 2 weeks after the last day of finals for final grade transcripts. Degrees are posted 3–5 weeks after grades are posted. You may provide a postage-paid United States Postal Service Priority Mail or Express Mail envelope with your request to expedite the mailing process. **No other expedited mail envelopes will be accepted. San Diego State University has no control over the delivery time of the mail within the U.S. or internationally.**
- Transcripts sent to a student's home address may not be considered official by **other educational institutions**. In addition, employers and other business concerns may not consider these transcripts official if the seal on the mailing envelope is broken. All transcripts mailed directly to the student are stamped ISSUED TO STUDENT.
- ALL transcripts will be mailed to the address entered above. If transcripts are to be mailed to more than one address, submit a separate request form for each address. Official SDSU transcripts should not be sent to the SDSU Office of Admissions or College of Graduate Studies.
- Only San Diego State University transcripts will be issued. The transcript will contain all coursework at San Diego State University.** Copies of other schools' transcripts are not included. Total undergraduate credit (units only, not coursework) accepted by San Diego State University from other schools is posted on San Diego State University records. Transcripts from other schools must be ordered from the original source.