



Request to Inspect and Review Academic Records

Office of the Registrar

Complete this form to request the review or copy of your student academic record. Upon receipt of the completed form, students will be sent an e-mail to their Horizon email account within 7 business days to make arrangements for the review and/or pick up of academic records. Students must show valid photo ID when they pick up their record. For non-academic records, please contact the responsible office directly (i.e. housing, financial aid, health center, financial services, etc.). Note: Transcripts from other schools or colleges are the property of this university and will not be released or copied.

Instructions:

1. Submit completed form in one of the following ways. A \$15 payment must be included if requesting copies.
 - a. In person to the Enrollment Information Center in the Student Administration Building at the Hayward Campus, or to the Academic Services Lobby at the Concord Campus.
 - b. Mail to CSUEB Office of the Registrar, 25800 Carlos Bee Blvd, Hayward, CA 94542.

To Be Completed By Student

I request the following:

- Review of Academic Record
- Copy of Academic Record (I have made the payment of \$15)

Student Name: _____ Net ID: _____

Horizon E-Mail Address: _____ Phone: _____

Fees For This Service

For copies of your academic record, make a payment of \$15 to the Cashier's Office and obtain their stamp on the top of the form before submission. Check or money orders should be made payable to "CSUEB".

Cashier Item Code: 1185

For Pick Up of Copies of Record

I acknowledge the receipt of my academic records:

Student Signature: _____ Date: _____

For Office Use Only:

Date Form Received by Office of the Registrar: _____

Date Student Notified by E-Mail: _____

Date of Review or Pick Up of Record: _____