

## Transcript Request Form

Office of the Registrar

Transcripts may be ordered online through MyCSUEB or directly from [www.credentials-inc.com](http://www.credentials-inc.com). All online orders are shipped within 2-4 business days and there is an option for overnight FEDEX for an additional charge with online orders only. Submission of this form with payment will take 5-7 business days for processing. There are no same day or transcript pickup services.

**Instructions:** Submit completed form with a check or money order payable to "CSUEB" in-person to the Cashier's Office or mail form with payment to Cal State East Bay, Cashier's Office, 25800 Carlos Bee Blvd, Hayward, CA 94542.

NOTE: If you are reapplying to Cal State East Bay, you do not need to request for an official transcript to be submitted to our campus; for questions about this, you may contact the Office of Admissions.

Net ID or SSN: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Student Name: \_\_\_\_\_  
First Name Last Name

Alternate/Maiden Name(s) (if applicable): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Send transcript order to:**

1. Recipient Name or Institution: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_ Quantity: \_\_\_\_\_

2. Recipient Name or Institution: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_ Quantity: \_\_\_\_\_

**Select from the following:**  Official transcript, Quantity: \_\_\_\_\_  Unofficial transcript, Quantity: \_\_\_\_\_

Send transcript(s) now

Hold for final grades for the \_\_\_\_\_ term (Winter, Fall, Spring, or Summer)

Hold for degree posting

Hold for grade change: Course and term: \_\_\_\_\_

Are you attaching documents to be enclosed with the transcript

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Transcript Charges:** Payment to be made by check or money order payable to "CSUEB". *Cash accepted in person only.*

- Official Transcripts are \$4.00 for the first copy. Additional transcripts (second through tenth) prepared at the same time are \$2.00 each in addition to the first transcript order.
- Unofficial Transcripts are \$2.00 per transcript.

**Transcript Policies/Information:**

- Transcripts are not issued until all outstanding accounts with the University are settled.
- Only CSUEB transcripts will be issued. Copies of other school's transcripts are not included and must be ordered from original sources. Total undergraduate credit (units only not coursework) accepted by CSUEB is posted on the transcript.
- Use a separate form to designate different recipients. Multiple transactions to be sent to the same recipient may be shown on a single form. Multiple transactions sent at the same time, even to different recipients, can use the fees above.