



Transcript Request Form

Office of the Registrar

Transcripts may be ordered online through MyCSUEB or directly from 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:

- 1. Submit completed form with a check or money order payable to "CSUEB" in one of the following ways:
a. In person to the Cashier's Office in the Student Administration Building on the Hayward Campus
b. Mail form with payment to CSU 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 at 510-885-3500.

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: Quantity of Official Transcripts Being Ordered: _____

- Send transcript(s) now
Hold for final grades for the _____ term (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 Signature: _____ Date: _____

Transcript Charges:

- Official Transcripts are \$8.00 each.
Payment to be made by check or money order payable to "CSUEB". Cash accepted in person only.

Transcript Policies/Information:

- 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.
Students/alumni cannot order unofficial transcripts. Only official transcripts can be ordered.