

Transcript Request Instructions

How to Obtain an Official Transcript: On-Line

We strongly encourage requesting transcripts on-line, as it is the most secure, convenient and timely process:

(Remove Pop-Up Blocker for Online Requests).

- Current students use MyCSULB via Student Center in the Academics section, select Official Transcript from the pull-down menu
- Former students (attended Fall 1988 to the present only) can log-in using the link on the [Enrollment Services website](#). You must have a social security number to request transcripts on-line.

Online Transcript Fee: Transcripts are \$4.00 for the first transcript and \$2.00 for each additional copy.

Number of Copies	1	2	3	4	5	6
Fees	\$4	\$6	\$8	\$10	\$12	\$14

How to Obtain an Official Transcript: Via Mail or In Person

Official transcripts are issued within 2 business days of receiving the student order form. Any records prior to 1988 may take longer. Please note that the processing time does not include U.S. Postal mailing time.

Submit your request and payment to:

Attn: Transcript Requests
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840

Mail and In Person Transcript Fees - Transcripts are \$4.00 for the first transcript and \$2.00 for each additional copy up to 10. Additional copies over 10 add \$1.00 each (when ordering at the same time). All mail-in and walk-in requests will be charged a \$10 processing fee. Example: If ordering 3 transcripts, cost will be \$8.00 + \$10.00 = \$18.00. Refer to sample grid below:

Number of Copies	1	2	3	4	5	6
Fees	\$14	\$16	\$18	\$20	\$22	\$24

- Official transcripts are issued in separate, sealed envelopes.
- In accordance with the Family Education Rights and Privacy Act of 1974 (**FERPA**), your records will NOT be released to a third-party without your written consent.
- All outstanding university financial obligations must be cleared, such as: past due fees, library fees, loans, etc., before your transcript(s) can be released.

Transcript Request Form

Instructions:

Please read and complete the form with the appropriate information and the total due when ordering transcripts. This form should be used only when ordering transcripts in person or by mail.

PLEASE COMPLETE THE DESTINATION MAILING ADDRESS BOX LOCATED BELOW FOR TRANSCRIPT DELIVERY

NOTE: If sending to a CSULB address, be sure to include the department contact person and department name. It is unnecessary to order transcripts to be sent from CSULB Records to CSULB Admissions.

Student Information (All information is required to identify your record-please write clearly)

Campus I.D.	Social Security Number	Date of Birth (mm/dd/yyyy)	Telephone	
Full Name (Last, First, Middle)				
Maiden/Other Name: (Last, First, Middle)				
Current Address – Street	Apt.	City	State	Zip Code
First term enrolled	Last term enrolled	Current Email Address		

Hold Order - Optional (select one)

<input type="checkbox"/> Hold for Current Semester Grades (Allow 2 to 3 weeks after semester ends)	Degree Posted (↑1st ↓1st): <input type="checkbox"/> UGRD <input type="checkbox"/> PBAC <input type="checkbox"/> CERT (Allow 6 to 8 weeks after award date)
<input type="checkbox"/> Hold for Grade Change (Sem. _____ Yr. _____)	Sem. _____ Yr. _____
<input type="checkbox"/> Other: _____	

Transcript Fees – Transcripts are \$4.00 for the first transcript and \$2.00 for each additional copy up to 10. Additional copies over 10 add \$1.00 each (when ordering at the same time). All mail-in and walk-in requests will be charged a \$10 processing fee. Example: If ordering 3 transcripts, cost will be \$8.00 + \$10.00 = \$18.00. Refer to sample grid below:

Number of copies	1	2	3	4	5	6
Fees	\$14	\$16	\$18	\$20	\$22	\$24

Number of Transcript(s) Requesting:

_____ COPY(S) = \$ _____ .00
TOTAL AMOUNT DUE = \$ _____ .00

Delivery Selection (select one):

<input type="checkbox"/> Mail to address in mailing label below <input type="checkbox"/> In-Person service for pick up in Brotman Hall 123 (held for 30 days)	<p>The order will not be processed if you have any outstanding financial or administrative obligations with CSULB. In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), your records will only be released to a third-party with your written consent.</p> <p>Authorization Signature Required - I authorize release of my transcripts as directed on this form.</p> <p>X _____ Date _____</p>
--	--

☐ Check box to use address listed above

Destination Mailing Address (Required)

Name of School and/or Contact _____

Address 1 _____

Address 2 _____

City _____ State _____ Zip Code _____