



**TRANSCRIPT ORDER FORM**  
 REGISTRARS OFFICE/RECORDS SERVICES  
 California State University, Los Angeles  
 5151 State University Drive  
 Los Angeles, California 90032-8531

CIN: \_\_\_\_\_  
 Permanent File No. (PFN) \_\_\_\_\_  
 Date of Birth \_\_\_\_\_

Business Office  
 Validation

**SPECIAL INSTRUCTIONS**

**Hold transcript until:**

- Degree recorded. \_\_\_\_\_  
Date of graduation
- Grade Change or Incomplete  
 for: \_\_\_\_\_  
Course Quarter/Year
- Final Grades posted: \_\_\_\_\_  
Quarter/Year

**PLEASE PRINT (Apply Firm Pressure)**

NAME: (as it appears on your official Cal State L.A. academic record)

\_\_\_\_\_  
(Last) (First) (Middle) (Maiden or other name)

**CURRENT ADDRESS:**

\_\_\_\_\_  
(Number) (Street) (City) (State) (ZIP Code)

**PHONE NUMBERS:**

( ) ( )  
(Home) (Work)

**SIGNATURE REQUIRED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PLEASE NOTE: APPLICANT IS RESPONSIBLE FOR CORRECT MAILING ADDRESS.**

NO. OF COPIES	PRINT CLEARLY WITHIN THE SPACE BELOW FOR MAILING IN A WINDOW ENVELOPE.

*(for direct mailing in window envelope)*

If transcripts are to be sent to more than one address, use additional forms (one for each address). If you are requesting multiple transcripts to the same address, use only one request form. Transcripts are mailed in separate envelopes.

**FIRST ATTENDED CSLA**

QUARTER \_\_\_\_\_

YEAR \_\_\_\_\_

**LAST ATTENDED QTR** \_\_\_\_\_

*(Check below)* **YEAR** \_\_\_\_\_

- Regular quarter
- Extended Education
- Consortium
- External Nursing Program

**TRANSCRIPT FEES**

- One single transcript .....\$4.00
- Each additional transcript  
 (2-10) requested at the same time .....\$2.00
- Each additional transcript (in excess of 10)  
 requested at the same time .....\$1.00

Transcripts mailed to students will be labeled

**ISSUED TO STUDENT.**

**California State University, Los Angeles**  
**TRANSCRIPT POLICIES**

1. Transcripts **are not** issued until **all outstanding accounts with this university** are paid.
2. AN OPENED TRANSCRIPT WILL NOT BE REVALIDATED. A new transcript must be requested.
3. Only California State University, Los Angeles transcripts will be issued. Transcripts from other schools must be ordered directly from those schools.