



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

Student ID No. _____
 Permanent File No. (PFN) _____
 Date of Birth _____

Business Office
 Validation

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 _____ 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. **Also, if ordering three or less to the same address use additional forms. If requesting more than three transcripts to the same address, use only ONE request form. Transcripts are mailed in separate envelopes.**

SPECIAL INSTRUCTIONS

Hold transcript until:

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

FIRST ATTENDED CSLA

QUARTER _____

YEAR _____

LAST ATTENDED QTR _____

(Check below) **YEAR** _____

- Regular quarter
 Continuing 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.