


### Transcript Request Instructions

#### How to Obtain an Unofficial Transcript - Current Students

*Currently registered students may obtain an unofficial transcript on MYCSULB:*

- Log into MyCSULB from the CSULB home page.
- Enter your CSULB ID and Password.
- Select Student Center.
- Select “Unofficial Transcript” from the list in the Pull-Down Menu and click the  button.
- In the “View Unofficial Transcript Page”, verify “CSU Long Beach” is in the **Academic Institution** field. Then select “Unofficial Transcript” for the **Report Type** field.
- Click the “GO” button. This action will open your Unofficial Transcript.

#### How to Obtain an Official Transcript – All Others

Official transcripts are issued within 7 business days of receiving the student’s order form or written request. Any records prior to 1988 may take longer. The written request can be made in the form of a letter or by filling out the [Transcript Request](#) form online at [www.csulb.edu/depts/enrollment/forms](http://www.csulb.edu/depts/enrollment/forms).

#### Letter requests must include:

- 1) Student’s full name as well as previous names used
- 2) Student’s ID or Social Security Number
- 3) Date of Birth
- 4) Student’s phone and address
- 5) Complete mailing address where transcripts are to be sent including attention of a specific party.
- 6) Any special requests such as “Hold for Current Grades” or “Hold for Degree”
- 7) Student’s signature

#### Submit your request and payment to:

Attn: Transcript/Records Unit  
California State University, Long Beach  
1250 Bellflower Blvd.  
Long Beach, CA 90840

#### Transcript Fees For more than 20 copies, add 12 to the number of copies to calculate the amount.

Number of Copies	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Fees	\$4	\$6	\$8	\$10	\$12	\$14	\$16	\$18	\$20	\$22	\$23	\$24	\$25	\$26	\$27	\$28	\$29	\$30	\$31	\$32

- **Expedited Service:** Add \$10 .00 to total due
  - Transcripts will be processed within 2 working days (excludes delivery days) by means of US Postal Service
- 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.

### Instructions:

Please read and complete the form with the appropriate information and the total due when ordering transcripts. Current students can request transcripts online through My CSULB at <http://www.csulb.edu> (*Remove Pop Up Blocker for Online Requests*). This form should be used only when ordering transcripts in person or by mail. **If mailing a request**, send a check or money order payable to CSULB and mail to:

ATTN: Transcripts/Records, California State University, Long Beach, 1250 Bellflower Blvd., Long Beach, CA 90840-0106, for expedited service write "Expedited" to the attention line. **PLEASE COMPLETE THE DESTINATION MAILING ADDRESS BOX LOCATED BELOW FOR TRANSCRIPT DELIVERY.**

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

Campus I.D. (if available) or Social Security Number		Date of Birth (mm/dd/yyyy)	Telephone	
Full Name (Last, First, Middle)				
List other names used while attending CSULB (Last, First, Middle)			Current E-mail Address	
Current Address – Street	Apt.	City	State	Zip Code
First semester attended at CSULB		Last semester attended at CSULB		

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### Number of Transcript(s)

Please refer to fees table above to calculate amount.

\_\_\_\_\_ Copy(s)                      AMOUNT \$ \_\_\_\_\_ .00

### Hold Order - Optional (select one)

Holds not available for expedited service

<input type="checkbox"/> Current Grades <input type="checkbox"/> Grade Change <input type="checkbox"/> Other: (Allow 2 to 3 weeks after semester ends)	<input type="checkbox"/> Degree Posted (circle one) BA BS MA MBA MFA MS Minor Certificate (Allow 6 to 8 weeks after award date)  Date _____
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### Processing Service (select one)

<input type="checkbox"/> <b>Regular Service:</b> Transcripts will be processed within <u>7 working days</u> (excludes US Postal Service delivery days) to mailing address indicated in mailing label.	AMOUNT \$ _____ .00
<input type="checkbox"/> <b>Expedited Service</b> In-Person pick up not available for students prior to 1988 (Add \$10 .00 to amount) Transcripts will be processed within <u>2 working days</u> (excludes US Postal Service delivery days)	AMOUNT \$ _____ .00
<b>FOR EXPEDITED ORDERS ONLY (select one):</b> <input type="checkbox"/> Mail to address in mailing label <input type="checkbox"/> In-Person service for pick up in Brotman Hall 123 (held for 30 days)	

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.

Authorization Signature Required I authorize release of my transcripts as directed on this form.

X

Date

Total \$ \_\_\_\_\_ .00