

# TRANSCRIPT REQUEST – INSTRUCTIONS (Processing time: Up to 10 business days)

## There are 3 ways to request an Official Transcript:

(Official transcripts are not faxed or emailed)

- **Requests made ON CAMPUS:**

Pay fee at State Cashier's Office (01-131E), then submit the request form to Office of the Registrar (01-222).

- **Requests by MAIL:**

Mail the completed form and payment (check or money-order) to:

*Cal Poly*  
*Office of the Registrar*  
*1 Grand Avenue*  
*San Luis Obispo, CA 93407-0033*

- ✓ Checks payable to "Cal Poly".
- ✓ Please write full name and EMPL. ID number on memo line of check.
- ✓ Note: Requests are processed within 10 business days of receipt by our office (**NOT INCLUDING DELIVERY TIME**).

- **Requests by FAX:**

Complete the transcript request form. Pay via CashNet/SmartPay's on-line payment service. CashNet accepts MasterCard, Discover and American Express. You will be charged a convenience fee of 2.9 %. The CashNet/E-Check system allows payment accepting a virtual check with no added service charge. The web link for payment is: [http://www.afd.calpoly.edu/Student\\_Accounts/onlinepayments.htm](http://www.afd.calpoly.edu/Student_Accounts/onlinepayments.htm)

- ✓ The system will assign you a receipt number that you must write on your transcript request form.
- ✓ **Fax your request to: (805) 756-7237.**

**Note:** In order to pay online, the CashNet/SmartPay or E-Check system requires your **EMPL. ID #** (Not your SS#). To obtain your **EMPL. ID #**, complete the STUDENT (EMPL) ID NUMBER REQUEST form at [http://www.ess.calpoly.edu/\\_records/forms/stdntidreq.pdf](http://www.ess.calpoly.edu/_records/forms/stdntidreq.pdf) (**THE EMPL. ID # is your new STUDENT ID #**).

**If you attended Cal Poly before Fall 1987, you will not have an EMPL. ID.** Instead, please submit a transcript request and follow the "requests by mail" or "on-campus" instructions above.

### Rushes:

This office does not offer a "rush service option"; however, all transcript requests mailed to our office via an express delivery service (i.e. Fed Ex, UPS, Express Mail, etc.) are processed within 24 hours of receipt. You may include a pre-paid, pre-addressed return express envelope to expedite delivery. Official transcripts are not faxed or emailed.

### Unofficial Transcript:

The unofficial transcript or "Poly Profile" is available only to current students with access to [my.calpoly.edu](http://my.calpoly.edu). The Poly Profile is found at [my.calpoly.edu](http://my.calpoly.edu) under the "Registration & Enrollment" tab, on the "Student Course Info" channel.

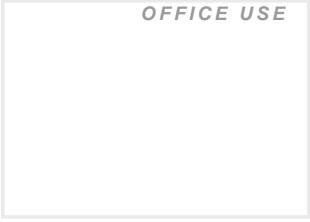
### FEES:

- One (1) set of transcripts **\$4.00**
- additional sets of transcripts **\$2.00 each**
- additional transcripts (11<sup>th</sup> set and over) **\$1.00 each**

**Example:** Two (2) transcripts = \$6, Twelve (12) transcripts = \$24

**Note:** If ordering your official transcript now, and want additional transcripts sent later (ex: after your degree posts), please complete separate transcript request forms and follow the fee schedule for **each** transcript order.

----- Please, do NOT mail or fax this page to our office. -----



# TRANSCRIPT REQUEST

(Processing time: Up to 10 business days)

- **Pay fee** at State Cashier's Office (01-131E), then submit this form to Office of the Registrar (01-222).
- Requests by mail: send this request & payment (check/money order) to:
- Requests by FAX: (805) 756-7237

**Cal Poly**  
**Office of the Registrar**  
**1 Grand Avenue**  
**San Luis Obispo, CA 93407-**

**STUDENT ID#**

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DATE OF BIRTH

PHONE / E-MAIL

**STUDENT NAME:**

Print: Last

First

Middle

PREVIOUS NAME(S)

Street City State Zip

X

Student Signature (REQUIRED)

**PAYMENT**

- Cashier's Receipt
- Check
- Money Order
- Cash Net pymt receipt #

**FIRST TERM ENROLLED (IF KNOWN):** \_\_\_\_\_

Enrolled prior to Fall 1987?  Yes  No

**CHECK ALL APPLYING TO YOUR ACADEMIC HISTORY AT CAL POLY:**

- Undergraduate  Summer Workshop
- Graduate  Vocational
- Extended / Continuing Education  Tech Cert Program

**SPECIAL INSTRUCTIONS (if any)**

- Enclose attachment / use provided prepaid shipping
- Send transcript after **GRADE CHANGE** processed for:
  - Course \_\_\_\_\_ Term/Yr \_\_\_\_\_
  - Course \_\_\_\_\_ Term/Yr \_\_\_\_\_
- Wait for current term's Work in Progress
- Wait for final grades to post **this term**
- Wait for Degree post. Please check one:
  - Bachelor's  Master's

Transcripts are sealed individually. Mailed transcripts require a complete address printed neatly in the spaces provided (four line max).

**FOR PICK UP ONLY**

Quantity for pick up at Office of the Registrar window (bring photo ID):

Quantity: \_\_\_\_\_

Quantity (of transcripts): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Quantity: \_\_\_\_\_

Address: \_\_\_\_\_

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Quantity: \_\_\_\_\_

Address: \_\_\_\_\_

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**TRANSCRIPT FEE SCHEDULE**

Single Transcript	\$4.00
Additional Transcripts (#2 through #10)	\$2.00 each
Additional Transcripts (#11 and over)	\$1.00 each

Ex: Two (2) transcripts = \$6, Twelve (12) transcripts = \$24

Quantity: \_\_\_\_\_

Address: \_\_\_\_\_

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