

TRANSCRIPT REQUEST – INSTRUCTIONS

processing time: up to 10 business days

There are 3 ways to request an Official Transcript:

- **Requests made ON CAMPUS:**

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

- **Requests by MAIL:**

Mail the completed form and payment (check or money-order) to: **Office of Academic Records
Cal Poly, 1 Grand Ave.
San Luis Obispo, CA 93407**

* Checks payable to "Cal Poly".

* Please write full name and EMPL. ID number on memo line of check.

* Note: Requests will be processed within 10 business days when received in our office.
(DOES NOT INCLUDE MAILING TIME).

- **Requests by FAX:**

Complete the transcript request form. Pay via CashNet/SmartPay's on-line payment service. CashNet only accepts MasterCard, Discover and American Express. There is a service charge of 2.9% of the total amount. The CashNet/E-Check system allows payment with a virtual check with no added service charge. The web link for payment is: 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.
Then fax your request to: **(805) 756-7237**.

Note: The CashNet/SmartPay or E-Check system requires your **EMPL. ID #** (Not your SS#) in order to pay. To obtain your **EMPL. ID #**, contact Office of Academic Records at (805) 756-2531.
(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:

We do NOT provide a "rush service" for an additional fee, and official transcripts cannot be faxed or e-mailed. However, we process all transcript requests mailed to our office via an express delivery service (i.e. Fed Ex, UPS, Express Mail, etc.) within 24 hours of receipt. For a faster process, you can also include a pre-paid, pre-addressed return express envelope.

Unofficial Transcript:

NOT available for previous students.

The unofficial transcript "Poly Profile" is only available for current students at my.calpoly.edu.

The Poly Profile link is located in the Portal under the "Registration & Enrollment" tab, in the "Student Course Info" channel.

FEES:

- | | |
|---|--------------------|
| • single transcript (1) | \$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

Note: If ordering official transcripts today, and additional transcripts to be sent later (ex: after your degree is posted), please complete separate transcript request forms and follow the fee directions for **each** transcript order.

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

TRANSCRIPT REQUEST FORM (Processing time: Up to 10 business days)

INSTRUCTIONS:

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

**Office of Academic Records
Cal Poly, 1 Grand Ave.
San Luis Obispo, CA 93407**

STUDENT ID#

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_____ *Full Date of Birth*

_____ *PHONE & E-MAIL*

STUDENT NAME:

_____ *Print: Last First Middle (Previous name if applicable)*

X _____
Student Signature (REQUIRED)

Term First Enrolled (if known): _____
 Were you enrolled prior to Fall 1987? Yes No

Check all that applies to your academic history at Cal Poly :

Undergraduate Graduate Extended Educ/Continuing Educ
 Summer Workshop Vocational Technical Cert. Program

PAYMENT

Cashier's Receipt
 Check Money Order
 CashNet pymt receipt # _____

**Note: IF YOU HAVE A TRANSCRIPT HOLD, THIS REQUEST
WILL NOT BE PROCESSED**

SPECIAL INSTRUCTIONS (if any)

- | | |
|---|---|
| <input type="checkbox"/> Enclose attachment / use provided prepaid shipping
<input type="checkbox"/> Wait for current term's Work in Progress
<input type="checkbox"/> Wait for final grades to post <u>this term</u>

<input type="checkbox"/> Wait for Degree to post. Please check one:
<input type="checkbox"/> Bachelor or <input type="checkbox"/> Master | <input type="checkbox"/> Send transcript after <u>GRADE CHANGE</u> is processed for:

Course & No. _____ Term/Yr. _____

Course & No. _____ Term/Yr. _____ |
|---|---|

Each transcript will be individually sealed. For transcript to be sent, NEATLY PRINT a complete address (four line maximum).

FOR PICK UP ONLY:

Quantity of transcripts requested for **pick up**
at the OAR window (bring your photo ID):

Quantity (of transcripts): _____

Address: _____

Quantity: _____

Address: _____

Quantity: _____

Address: _____

Quantity: _____

Address: _____

Quantity: _____

Address: _____

Quantity: _____

Address: _____

Quantity: _____

Address: _____

Quantity: _____

Address: _____

Quantity: _____

Address: _____

Quantity: _____

Address: _____

Quantity: _____

Address: _____

Quantity: _____

Address: _____

Quantity: _____

Address: _____
