



California State University SAN MARCOS

Office of the Registrar California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001
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OFFICIAL TRANSCRIPT REQUEST

NOTE: TRANSCRIPTS WILL NOT BE PROCESSED IF THERE ARE OUTSTANDING BALANCES OR HOLDS ON THE STUDENT ACCOUNT.

Instructions: Please print legibly to avoid delays. Official transcripts will be processed within **5-7 business days** from date of receipt. Completed forms are accepted by the Office of the Registrar in person at Cougar Central located in Craven Hall 3900, by mail, or as a scanned email attachment to registrar@csusm.edu

Student Name: Last _____ First _____ Middle _____

Student ID: _____ Cougar Email: _____
(or last four of social security number) (or personal email address)

Date of Birth: _____ - _____ - _____ Contact Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

PAST STUDENT INFORMATION:

Name at time of attendance: _____ Dates of attendance: _____ to _____

<input type="checkbox"/> Number of copies	<input type="checkbox"/> Mail	<input type="checkbox"/> Pick Up
<input type="checkbox"/> Hold For Grades	<input type="checkbox"/> Hold for Degree	
Send To: _____		
Address 1: _____		
Address 2: _____		
Address 3: _____		
City, State Zip: _____		

<input type="checkbox"/> Number of copies	<input type="checkbox"/> Mail	<input type="checkbox"/> Pick Up
<input type="checkbox"/> Hold For Grades	<input type="checkbox"/> Hold for Degree	
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<input type="checkbox"/> Hold For Grades	<input type="checkbox"/> Hold for Degree	
Send To: _____		
Address 1: _____		
Address 2: _____		
Address 3: _____		
City, State Zip: _____		

I understand that transcripts will not be processed if there are outstanding balances or holds on my account.

Signature: _____

Date: _____

For Office Use Only:

Revised November 9, 2017

Date Processed: _____ Staff Initials: _____