

For fast, economic and convenient transcript ordering (including electronic), order your transcript online by signing into CampusNet or visit the Registrar's website at csuohio.edu/registrar/order-transcripts-online

If using this form, please print all information clearly. You must include your signature at the bottom of this form.

- Transcripts are \$12.00 per copy, with special handling and mailing options available for additional costs.
- Checks and money orders are to be made payable to Cleveland State University. *Do Not Send Cash!*
- No transcript order will be accepted without payment.

Student Information:

Name:		CSU ID # or last 4 digits of SS #:	
Date of Birth (mm/dd/yyyy):		List any other names used while attending CSU:	
Address:		Email:	
City:	State:	Zip:	Phone Number: () -

Dates of Attendance

From Term:	Year:	To Term:	Year:
------------	-------	----------	-------

Transcript Fees: (Do NOT send cash)

<input type="checkbox"/> Standard Processing 2-3 Business Days \$12.00 per copy	<input type="checkbox"/> Same Day Processing & Pickup \$27.00 for 1 copy (+ \$12 for each additional copy to same receiver)	<input type="checkbox"/> Same Day Processing & Overnight Mail \$47.00 for 1 copy Domestic 48 states \$57.00 for 1 copy Domestic Hawaii / Alaska \$72.00 for 1 copy International
--	--	---

Transcript Options:

Number of Copies:	<input type="checkbox"/> Place Transcript in a Sealed Envelope (<i>Sealed Transcripts are official as long as seal is unbroken</i>)	
<input type="checkbox"/> Send Now (Current Semester Courses NOT Included)	OR	<input type="checkbox"/> Process AFTER Current Semester Grades are Posted
		<input type="checkbox"/> Process AFTER Degree is Awarded

Delivery Options:

<input type="checkbox"/> Mail Transcript(s) to:	<input type="checkbox"/> Hold for Pick-Up (Photo ID required) Pick up at Campus411 All-in-1, BH 116		
Mailing Name:			
Mailing Address Line 1			
Mailing Address Line 2			
City:	State:	Zip:	Country (if not US):

**Additional destinations may be listed on the reverse of this form.*

Special Instructions:

<input type="checkbox"/> Attachment Included:	<input type="checkbox"/> Other:

Signature (required): _____ **Date:** _____

Requests completed in person may be returned to:
 Campus411 All-in-1
 1899 Euclid Ave., BH 116, Cleveland, Ohio 44115
Must be returned with receipt of payment

Send requests by mail to:
 Cleveland State University, Registrar's Office
 2121 Euclid Avenue, UN 441
 Cleveland, Ohio 44115