



Registrar's Office
 San Francisco State University
 1600 Holloway Avenue
 San Francisco, CA 94132
 Phone: (415) 338-2350
 Contact Form: registrar.sfsu.edu/help

SF STATE OFFICIAL TRANSCRIPT REQUEST FORM

<http://registrar.sfsu.edu/sites/default/files/transcript.pdf>

PLEASE PAY AT BURSAR'S OFFICE BEFORE SUBMITTING REQUEST

Last Name _____	First Name _____	Initial _____	SF State ID <input type="text"/>	Send now <input type="checkbox"/>	Pick up now <input type="checkbox"/>
Address _____			Date of Birth _____	Send transcript after:	
City _____	State _____	Zip Code _____	Email _____	Current Grades are Posted <input type="checkbox"/>	
Previous last name _____	Previous first name _____		Phone _____	Grade Change is Posted <input type="checkbox"/>	
Check if currently enrolled <input type="checkbox"/> If not, list approximate dates of attendance: _____			Graduation Date _____	Degree is Posted <input type="checkbox"/>	
				Name Change is Posted <input type="checkbox"/>	
Student Signature / Date (Signature authorizes release of Student Records)			Special Instructions	<input type="text"/>	

Number of copies to this address: <input type="text"/>	Check if same address as above <input type="checkbox"/>	Number of copies to this address: <input type="text"/>	Check if same address as above <input type="checkbox"/>
Recipient _____		Recipient _____	
Address 1 _____		Address 1 _____	
Address 2 _____		Address 2 _____	
City _____	State _____	Zip Code _____	
Province _____	Country _____		

TRANSCRIPT POLICY

Total Number of Copies

- A. Transcripts are issued after receipt of payment. **Each copy is \$8.00.** Make checks payable to: SAN FRANCISCO STATE UNIVERSITY.
- B. Two sets of transcripts may be picked-up in person for students admitted after Spring 1985 - present.
- C. Transcripts are processed within 5-10 business days upon receipt of request.
- D. SF State does not accept fax or email requests. Request must be submitted by mail or in person with proof of payment. NO RUSH or OVERNIGHT SERVICE.
- E. All financial obligations must be paid before the university will issue transcripts.
- F. If authorizing a third party to pick up transcripts, third party must have the following:
 1. Signed written authorization from requesting student
 2. Picture ID from third party and copy of picture ID from requesting student
- G. Acceptable forms of ID include driver's license, state ID, or passport.

Official transcripts may be ordered online at: <https://gateway.sfsu.edu>