



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 style="width:50px;" 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"/>		
<b>Student Signature / Date (Signature authorizes release of Student Records)</b>			Special Instructions <input style="width:100%; height:20px;" type="text"/>		

Number of copies to this address: <input style="width:20px;" type="text"/>	Check if same address as above <input type="checkbox"/>	Number of copies to this address: <input style="width:20px;" type="text"/>	Check if same address as above <input type="checkbox"/>
Recipient _____	Recipient _____	Recipient _____	Recipient _____
Address 1 _____	Address 1 _____	Address 1 _____	Address 1 _____
Address 2 _____	Address 2 _____	Address 2 _____	Address 2 _____
City _____	State _____	Zip Code _____	City _____
Province _____	Country _____	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>