



INSTRUCTIONS Save this PDF to your computer, open using Adobe Reader, complete, print, sign and submit to the Office of the Registrar.

- => This form may be submitted by mail, email, or in person. Alternatively, you may order official transcripts online through www.Parchment.com.
=> An official transcript costs \$10.00 and payment is due at time of order. Payment can be in the form of exact cash only or check made out to California Northstate University or "CNU." To pay by credit card, you must place your order through Parchment. Requests will not be processed until payment is received.
=> A completed request form order cannot be refunded. All orders placed online are non-refundable.
=> Official transcript orders are typically processed within 5 business days. You will receive an email when your order is completed.
=> Unofficial transcripts can be reviewed and printed from your Student Portal, https://cams.cnsu.edu/Student/login.asp. Unofficial transcript orders placed through the Registrar are typically available within 2 business and are free of charge.
=> This form and ordering information are located at http://www.cnsu.edu/office-of-the-registrar/registrar-request-a-transcript.
=> Transcripts will not be release if a financial hold is in place.

STUDENT INFORMATION—Please write clearly.

Name: _____
First Middle Last

Name while at CNU (if different): _____
First Middle Last

Student ID #: _____ Date of Birth: _____ Program/College: _____ Class of/Cohort: _____

Phone #: _____ Personal Email (former students only): _____

TRANSCRIPT ORDER INFORMATION

Quantity Requested: _____ (Note: If multiple destinations or transcript types, please complete a new form for each order.)

Transcript Type (check one):
[] Official Transcript (Payment required) [] Unofficial (1 copy will be provided per request)
Please visit your Student Portal to print your unofficial transcript.

If a narrative grade option is not selected, the transcript will NOT include the narrative.
COM Students Only: Include grade narrative?
[] Yes [] No

Delivery Method (check one):
For email delivery, you must place the order through Parchment.
[] Pick-up [] Mail (Enter address below)

Printing Options (check one):
[] Print Now [] HOLD for Degree Posting
If no printing selection is made, the printing will default to "Print Now."
[] HOLD for Semester/Block Grades, specify term: _____
[] HOLD for Grade Change or Repeat, specify course: _____

Mail To: _____
Name/Organization/Company
Street Address (Include suite, apartment #, P.O. Box, etc., if applicable)
City, State ZIP

Authorization: In accordance with Federal Law and KRS 164.283, records cannot be released without the written consent of the student. I certify that I am the above named person and consent the release of this information.

Student Signature: _____ Date: _____
(Your signature is required. A typed name, a font made to look like a signature, nor a digital signature will not be accepted.)

OFFICE OF THE REGISTRAR USE ONLY
Received: _____ Processed: _____ Processed By: _____
Holds Checked: _____ Amount Paid: _____ (Payment due at submission) Cash/Check #: _____ Rev. 07/18 OR