

# Colorado State University Official Transcript Request Form

Transcripts from Colorado State University are \$20.00 per copy (*This is a nonrefundable fee.*) Please do NOT send cash.

Transcripts are mailed out within one to two business days.

The appropriate fee must be remitted with a request before we can issue a transcript.

***WE DO NOT ACCEPT REQUESTS BY FAX OR EMAIL***

Type or print legibly or transcript processing will be delayed.

Name: \_\_\_\_\_ CSU ID#: \_\_\_\_\_  
Last First Middle Maiden/Previous

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CSU attendance:  Before 1970  1970-1984  1985 to present

Daytime Phone #: \_\_\_\_\_ Email Address (if applicable): \_\_\_\_\_

Your Current Mailing Address: (Street) \_\_\_\_\_

Number of transcripts to be sent to me at this address City, State, Zip \_\_\_\_\_

Send Transcripts to Other Addresses Listed Below:  
(You may list additional addresses on separate sheet if necessary)

<input type="checkbox"/>	_____ (Name of organization, business, etc.)	<input type="checkbox"/>	_____ (Name of organization, business, etc.)
No. of copies	_____ (Address)	No. of copies	_____ (Address)
to this address	_____ (City, State, Zip)	to this address	_____ (City, State, Zip)

Special Handling: \_\_\_\_\_ Hold until current term grades are posted.  
\_\_\_\_\_ Hold until degree is posted \_\_\_\_\_ term 20\_\_\_\_\_.  
\_\_\_\_\_ Other (e.g. signed and sealed envelopes) \_\_\_\_\_

Total Charges: \$20 per copy x \_\_\_\_\_ copies: \$\_\_\_\_\_

Please enclose a check or money order made payable to Colorado State University for the total amount or provide a Visa or MasterCard number and expiration date and the appropriate amount will be charged to your credit card. You may send your payment and this form to:

Transcripts  
Registrar's Office  
1063 Campus Delivery  
Colorado State University  
Fort Collins, CO 80523-1063

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THIS FORM MUST BE SIGNED!

Visa  MasterCard Card # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp. Date \_\_\_\_\_

***Your request will not be processed without payment.  
Because of the volume of transcript requests, we are unable to call to verify  
receipt of this request or to obtain your credit card information.  
If you have questions, please EMAIL [RegistrarsOffice@Colostate.edu](mailto:RegistrarsOffice@Colostate.edu)***