

**For fast, economical, and convenient transcript ordering (including electronic delivery),
sign 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 \$13.00 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:
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Transcript Fees: (Do NOT send cash)

☐ Standard Processing 2-3 Business Days \$13.00 per copy	☐ Same Day Processing & Pickup \$28.00 for 1 copy (+ \$13 for each additional copy to same receiver)	☐ Same Day Processing & Overnight Mail \$55.00 for 1 copy Domestic 48 states \$65.00 for 1 copy Domestic Hawaii/Alaska \$80.00 for 1 copy International
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Transcript Options:

Number of Copies:	☐ Place Transcript in a Sealed Envelope (<i>Sealed Transcripts are official as long as seal is unbroken</i>)		
Send Now ☐ (Current semester courses NOT included)	OR	Process AFTER Current Semester Grades are Posted ☐	
		Process AFTER Degree is Awarded ☐	

Delivery Options:

☐ Mail Transcript(s) to:	☐ 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:

☐ Attachment Included:	☐ 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