

# TRANSCRIPT REQUEST – INSTRUCTIONS (Processing time: Up to 10 business days)

## There are 3 ways to request an Official Transcript:

(Official transcripts are not faxed or emailed)

### ▪ Requests made ON CAMPUS:

Pay fee at State Cashier's Office (01-131E), then submit the request form to Academic Records (01-222).

### ▪ Requests by MAIL:

Mail the completed form and payment (check or money-order) to:

*Cal Poly  
Office of Academic Records  
1 Grand Avenue  
San Luis Obispo, CA 93407-0033*

- ✓ Checks payable to "Cal Poly".
- ✓ Please write full name and EMPL. ID number on memo line of check.
- ✓ Note: Requests are processed within 10 business days of receipt by our office (**NOT INCLUDING DELIVERY TIME**).

### ▪ Requests by FAX:

Complete the transcript request form. Pay via CashNet/SmartPay's on-line payment service. CashNet accepts MasterCard, Discover and American Express. You will be charged a convenience fee of 2.9 %. The CashNet/E-Check system allows payment accepting a virtual check with no added service charge. The web link for payment is: [http://www.afd.calpoly.edu/Student\\_Accounts/onlinepayments.htm](http://www.afd.calpoly.edu/Student_Accounts/onlinepayments.htm)

- ✓ The system will assign you a receipt number that you must write on your transcript request form.
- ✓ **Fax your request to: (805) 756-7237.**

**Note:** In order to pay online, the CashNet/SmartPay or E-Check system requires your **EMPL. ID #** (Not your SS#). To obtain your **EMPL. ID #**, contact Office of Academic Records at (805) 756-2531. **(THE EMPL. ID # is your new STUDENT ID #.)**

**If you attended Cal Poly before Fall 1987, you will not have an EMPL. ID.** Instead, please submit a transcript request and follow the "requests by mail" or "on-campus" instructions above.

## Rushes:

This office does not offer a "rush service option"; however, all transcript requests mailed to our office via an express delivery service (i.e. Fed Ex, UPS, Express Mail, etc.) are processed within 24 hours of receipt. You may include a pre-paid, pre-addressed return express envelope to expedite delivery. Official transcripts are not faxed or emailed.

## Unofficial Transcript:

The unofficial transcript or "Poly Profile" is available only to current students with access to [my.calpoly.edu](http://my.calpoly.edu). The Poly Profile is found at [my.calpoly.edu](http://my.calpoly.edu) under the "Registration & Enrollment" tab, on the "Student Course Info" channel.

## FEES:

- |  |                    |
|--|--------------------|
| ▪ One (1) set of transcripts                             | <b>\$4.00</b>      |
| ▪ additional sets of transcripts                         | <b>\$2.00 each</b> |
| ▪ additional transcripts (11 <sup>th</sup> set and over) | <b>\$1.00 each</b> |

**Example:** Two (2) transcripts = \$6, Twelve (12) transcripts = \$24

**Note:** If ordering your official transcript now, and want additional transcripts sent later (ex: after your degree posts), please complete separate transcript request forms and follow the fee schedule for **each** transcript order.

----- Please, do NOT mail or fax this page to our office. -----

# TRANSCRIPT REQUEST FORM

(Processing time: Up to 10 business days)

- **Pay fee** at State Cashier's Office (01-131E), then submit this form to Office of Academic Records (01-222).
- Requests by mail: send this request & payment (check/money order) to:
- Requests by FAX: (805) 756-7237

**Cal Poly**  
**Office of Academic Records**  
1 Grand Avenue  
San Luis Obispo, CA 93407-0033

OFFICE USE

**STUDENT ID#**

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**DATE OF BIRTH**

**PHONE / E-MAIL**

**STUDENT NAME:**

*Print: Last*

*First*

*Middle*

**PREVIOUS NAME(S)**

*Street*

*City*

*State*

*Zip*

**X**

**Student Signature (REQUIRED)**

**PAYMENT**

- ☐ Cashier's Receipt
- ☐ Check
- ☐ Money Order
- ☐ Cash Net pymt receipt # \_\_\_\_\_

**FIRST TERM ENROLLED (IF KNOWN):** \_\_\_\_\_

Enrolled prior to Fall 1987? ☐ Yes ☐ No

**CHECK ALL APPLYING TO YOUR ACADEMIC HISTORY AT CAL POLY:**

- ☐ Undergraduate
- ☐ Graduate
- ☐ Extended / Continuing Education
- ☐ Summer Workshop
- ☐ Vocational
- ☐ Tech Cert Program

**SPECIAL INSTRUCTIONS (if any)**

- ☐ Enclose attachment / use provided prepaid shipping
- ☐ Wait for current term's Work in Progress
- ☐ Wait for final grades to post **this term**
- ☐ Wait for Degree post. Please check one:
- ☐ Bachelor's ☐ Master's
- ☐ Send transcript after **GRADE CHANGE** processed for:
- Course \_\_\_\_\_ Term/Yr \_\_\_\_\_
- Course \_\_\_\_\_ Term/Yr \_\_\_\_\_

Transcripts are sealed individually. Mailed transcripts require a complete address printed neatly in the spaces provided (four line max).

**FOR PICK UP ONLY**

Number of transcripts requested for pick up at OAR window (bring your photo ID):

**Quantity:** \_\_\_\_\_

**Quantity (of transcripts):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

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**Quantity:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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**Quantity:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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