

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

- ✓ 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. The Poly Profile is found at my.calpoly.edu under the "Registration & Enrollment" tab, on the "Student Course Info" channel.

FEES:

- One (1) set of transcripts **\$4.00**
- additional sets of transcripts **\$2.00 each**
- additional transcripts (11th set and over) **\$1.00 each**

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 Summer Workshop
- Graduate Vocational
- Extended / Continuing Education 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: _____

Quantity: _____

Address: _____
