

General Information

Official transcripts sent to educational institutions within the United States will include your Social Security Number (SSN) and month/day of birth. All other official transcripts will print without your SSN, but with the month/day of your birth date.

Semester grades are available 3 to 4 weeks after the last day of finals. Degrees are posted after grades and posted to transcripts throughout a 4 to 6 week period of time.

All official transcripts are mailed to the address designated in the transcript request. They cannot be obtained in person. All transcripts sent to students are marked "**Issued to Student**" and may not be considered official by other educational institutions. Employers and other interested parties may not consider these transcripts official if the seal on the mailing envelope is broken. Students must specify on the request form if they desire transcripts to be sent in separate sealed envelopes.

SAN DIEGO STATE UNIVERSITY

CONTACT US

Cashiers Office

Administration - 104F

Tel: (760) 768-5514

<http://arweb.sdsu.edu/es/registrar/ordertranscripts.html>

www.ivcampus.sdsu.edu/cashiers



ORDERING OFFICIAL & UNOFFICIAL TRANSCRIPTS

Unofficial Transcripts

You can print free unofficial SDSU transcripts online through the SDSU WebPortal if all your coursework was completed after 1987. If you attended prior to 1987, unofficial transcripts are available in the Office of the Registrar on a walk-in basis. Unofficial transcripts report the same course and grade information as the official transcripts. However, they are not considered official because they do not have the official university seal imprinted on them and are not suitable for transfer purposes.



Transcript Prices

There is a fee to order official transcripts. The fees are as follows:

<u>Number of Transcripts</u>	<u>Cost</u>
Unofficial transcript <i>(Can be printed through WebPortal)</i>	No Cost
Single copy (Add \$7 for each multiple copies)	\$7.00
Rush copy (prepared the same day)	\$20.00

Policies

Transcripts are not issued until all outstanding accounts with the University are paid. The Office of the Registrar does not send transcripts to the SDSU Division of Graduate Affairs or to the SDSU Office of Admissions.

Only San Diego State University transcripts will be issued. Copies of other schools' transcripts are **NOT** included.

Paper Orders

If all your course work was completed prior to 1987 or if your transcript requires special handling (e.g. via USPS Express Mail or Priority Mail), you will need to order official transcripts by completing an Official Transcript Request Form and submitting it to the University Cashiers Office with the appropriate fee. These orders are mailed within 7 to 10 business days unless there is a hold on your university record.

If you need the transcripts mailed via USPS Express or Priority Mail, you must submit your request in person or via regular mail and include a postage-paid Priority Mail or Express Mail envelope with your request to expedite the mailing process. No other expedited mail service envelopes will be accepted.

Online Orders

Official transcripts of course work taken at San Diego State University (including Open University, Extension and Summer/Winter sessions) may be ordered online through the SDSU WebPortal, if all your coursework was completed after 1987. Click on “Official Transcripts” to order. Transcripts ordered online will be mailed in 3 to 5 business days.