



Registrar's Office  
 San Francisco State University  
 1600 Holloway Avenue  
 San Francisco, CA 94132  
 Phone: (415) 338-2350  
 Email: [records@sfsu.edu](mailto:records@sfsu.edu)

# SF STATE OFFICIAL TRANSCRIPT REQUEST FORM

<http://www.sfsu.edu/~admisrec/forms/regforms/transcripts.pdf>

**PLEASE PAY AT BURSAR'S OFFICE BEFORE SUBMITTING REQUEST**

Last Name _____	First Name _____	Initial _____	SF State ID <input style="width:80%;" type="text"/>	Send now <input type="checkbox"/>	Pick up now <input type="checkbox"/>
Address _____			Date of Birth _____	Send transcript after:	
City _____		State _____	Zip Code _____	Current Grades are Posted <input type="checkbox"/>	
Previous last name _____		Previous first name _____		Grade Change is Posted <input type="checkbox"/>	
Check if currently enrolled <input type="checkbox"/> If not, list approximate dates of attendance: _____			Phone _____	Degree is Posted <input type="checkbox"/>	
			Graduation Date _____	Name Change is Posted <input type="checkbox"/>	
<b>Student Signature / Date (Signature authorizes release of Student Records)</b>			Special Instructions <input style="width:100%;" type="text"/>		

Number of copies to this address: <input type="text"/>	Check if same address as above <input type="checkbox"/>	Number of copies to this address: <input type="text"/>	Check if same address as above <input type="checkbox"/>
Recipient _____	Recipient _____	Recipient _____	Recipient _____
Address 1 _____	Address 1 _____	Address 1 _____	Address 1 _____
Address 2 _____	Address 2 _____	Address 2 _____	Address 2 _____
City _____	State _____	Zip Code _____	City _____
Province _____	Country _____	Province _____	Country _____

## TRANSCRIPT POLICY

Total Number of Copies

- A. Transcripts are issued after receipt of payment. **Each copy is \$8.00.** Make checks payable to: SAN FRANCISCO STATE UNIVERSITY.
  - B. Mailed requests must be accompanied by copy of Photo ID including signature (e.g. driver's license, state ID, passport etc.)
  - C. Two sets of transcripts may be picked-up in person for students admitted after Spring 1985 - present.
  - D. Transcripts are processed within 5-10 business days upon receipt of request.
  - E. SF State does not accept fax or email requests. Request must be submitted by mail or in person with proof of payment. NO RUSH or OVERNIGHT SERVICE.
  - F. All financial obligations must be paid before the university will issue transcripts.
  - G. If authorizing a third party to pick up transcripts, third party must have the following:
    1. Signed written authorization from requesting student
    2. Picture ID from third party and copy of picture ID from requesting student
  - H. Acceptable forms of ID include driver's license, state ID, or passport.
  - i. Transcripts are not available for first-time students until after completion of their initial semester at SF State.
- Official transcripts may be ordered online at: <https://gateway.sfsu.edu>**