



TRANSCRIPT REQUEST

PLEASE NOTE: This form cannot be processed without the student's signature authorizing the release of records.

Transcripts are free and are processed on a first-in, first-out basis. We do not provide "Rush" or "Next Day" service. The normal turn-around time for processing is five (5) to ten (10) working days from the date we receive your request in our office. However, during busy periods (December – February, and May – July) processing time may take longer due to the high volume of requests. Transcripts must be requested well in advance to meet deadlines.

Complete this form and submit it to Admissions & Records. You may bring it to our office in Salazar Hall, 2nd floor, email, fax OR mail it to the following address:

Sonoma State University
Admissions and Records
1801 East Cotati Avenue
Rohnert Park, CA 94928-3609

FAX (707) 664-2060 EMAIL: transcripts@sonoma.edu

Please type or print with ballpoint pen

Student Information

NAME: Last First Middle Maiden/Former Name(s)

Address

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SSU ID (or Social Security Number) Daytime Phone Email address

Type of Attendance

Regular Session Extended Education Both Did you attend prior to 1990? YES NO

APPROX. DATES OF ATTENDANCE (TERM/YEAR): From To

NUMBER OF COPIES (Maximum of 5 copies per request)

Handling Instructions

Please allow six weeks after the end of semester for grades to appear on your transcript.

We begin awarding degrees three to four weeks after grades have been posted.

Send Transcript Now Hold for Degree Year Bachelor's Master's Hold for Final Grades Year Fall Spring Winter Summer

Hold for pick up Held for 30 days

SIGNATURE No Digital Signatures accepted DATE

MAIL TRANSCRIPT TO:

Please provide Name and address

1 2

(For Office Use Only)

Date Sent:

No. of Copies: