



Transcript Request Form

Fill in a separate form for each addressee.

NEW: Online ordering and electronic delivery (eTranscripts) now available!

Go to www.ccsu.edu/transcripts – Place your order Online! Faster Service! eTranscript Option!

Requesting an eTranscript is the most efficient way to obtain your record. Most online requests will be processed within 24 hours or less.

Please note: If you do not wish to utilize the online transcript request you can still obtain a paper copy of your transcript by filling out the form below and mailing or faxing it. You cannot obtain an eTranscript using the transcript request form. Allow 7-10 days for processing using this method. **For faster processing, use the online ordering system.**

	<input type="checkbox"/> Official Transcripts				<input type="checkbox"/> Unofficial Transcripts	
Student's Name and Address	Name (Last) (First) (M.I.) (Maiden and/or other)				No. of copies:	
	Address (Number & Street)				Daytime Telephone #	Mail Transcripts: <input type="checkbox"/> In separate sealed envelopes <input type="checkbox"/> Hold for grades until end of current semester <input type="checkbox"/> Hold for degree posting
	(City)		(State)	(Zip)	Currently Enrolled? (___) Yes (___) No	
Date of Birth	Month	Day	Year	Student ID or Social Security Number:		
Send Transcript To:					Dates of Attendance: (___) Undergraduate: (___) Graduate	
					<i>No transcript of a student's record will be furnished to any student or alumnus/a whose obligations to the university has not been satisfied.</i>	
Print Clearly					<i>I hereby authorize CCSU to release official copies of my academic record to the person or institution named at the left.</i>	
					Date	Student's Signature
Reason for transcript request:				Falsifying a student's signature is a violation of FERPA regulations		
<input type="checkbox"/> Transferring to another college		<input type="checkbox"/> Applying to graduate school		<input type="checkbox"/> Planning to take a course at another college		<input type="checkbox"/> Employment
<input type="checkbox"/> Other (please specify):						

Please mail, fax or drop off this completed form to the Registrar's Office at the address below.

Central Connecticut State University, Office of the Registrar, Davidson Hall 116, New Britain, CT 06050-04010

Fax: 860-832-2250