



Transcript Request Form

Fill in a separate form for each addressee.

Official Transcripts Unofficial Transcripts

Student's Name and Address	Name (Last) (First) (M.I.) (Maiden and/or other)				Regular: \$5.00 per complete record <input type="checkbox"/>	No. of copies:
	Address (Number & Street)				Rush: \$15.00 per complete record <input type="checkbox"/>	
	(City) (State) (Zip)				Daytime Telephone #	Mail Transcripts:
Date of Birth	Month	Day	Year	Student ID or Social Security Number:	Currently Enrolled? () Yes () No	<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

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

Falsifying a student's signature is a violation of FERPA regulations.

Reason for transcript request:			
<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):			

Payment Accepted: <input type="checkbox"/> Cash <input type="checkbox"/> Check or Money Order (payable to CCSU)
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PLEASE NOTE: CCSU is currently not accepting credit card payment for transcript requests. Please mail or drop off this completed form to the Registrar's Office at the address below. Forms received by fax cannot be processed at this time due to payment limitations. We apologize for any inconvenience this may cause you.

Deliver transcript request to: **Central Connecticut State University
Office of the Registrar, Davidson Hall 116
1615 Stanley Street
New Britain, CT 06050-4010**