

Request for Transcript(s)

Payment for transcript(s) is due upon submission of request.



If you need an official SCSU transcript sent to a Minnesota State College or University, that institution may be able to obtain your SCSU transcript free of charge. Please contact that institution directly for further information. The list of these institutions can be obtained both at www.stcloudstate.edu/registrar and at the Office of Records and Registration.

SCSU I.D. or SSN # _____

Today's Date ____ / ____ / ____

PLEASE PRINT

Name _____
Last First Middle Previous

Current Address _____

City and State _____ Zip Code _____

SIGNATURE OF STUDENT (*REQUIRED*) _____

Number of transcripts: _____ (\$5.00 per transcript)

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Mail to the following NAME and address:

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___ **REGULAR SERVICE:** Mails in 2-3 business days

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___ I will pick up on _____ (\$5.00 per transcript)

___ I will pick up on _____ (\$5.00 per transcript)

___ **Rush Service:** Same day in-office pick-up (\$10.00 per transcript)

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Allow one hour processing time. Must be requested by 3:00 pm

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___ Wait to process until current semester grades are posted

___ Wait to process until current semester grades are posted

___ Wait to process until degree is posted

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___ I attended SCSU before 1978

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___ I attended Minnesota State University-Akita

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\$5.00 per transcript – Cash or check accepted.
Make check payable to St. Cloud State University.