

## 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 at [www.minnstate.edu](http://www.minnstate.edu) or at the Office of Records and Registration, AS118.

SCSU I.D. or SSN # \_\_\_\_\_

Today's Date \_\_\_\_\_  
Month Day Year

### PLEASE PRINT

Name \_\_\_\_\_  
Last First Middle Previous

Current Address \_\_\_\_\_

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

**SIGNATURE OF STUDENT \_\_\_\_\_ (REQUIRED)**

#### REQUEST #1

Number of transcripts: \_\_\_\_\_

#### \$10 per transcript

Pick up. Date \_\_\_\_\_

Mail (Allow 3-5 business days. Make checks payable to SCSU)

Send to the following NAME and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wait to process until current semester grades are finalized

Wait to process until degree is posted

I attended SCSU before 1978

I attended Minnesota State University-Akita

#### REQUEST #2

Number of transcripts: \_\_\_\_\_

#### \$10 per transcript

Pick up. Date \_\_\_\_\_

Mail (Allow 3-5 business days. Make checks payable to SCSU)

Send to the following NAME and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wait to process until current semester grades are finalized

Wait to process until degree is posted

I attended SCSU before 1978

I attended Minnesota State University-Akita

**NOTE:** If you currently have outstanding financial obligations to the University, your transcript request will be returned to you.

**For In-Person Service, payments (cash, check or credit card)  
are directed to Business Services, AS 123**