

OFFICE OF RECORDS AND REGISTRATION
 720 4th AVENUE SOUTH, AS 118
 ST. CLOUD, MINNESOTA 56301-4498
 PHONE: (320)308-2111
registrar@stcloudstate.edu

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 or at the Office of Records and Registration, AS118.

SCSU I.D. or SSN # _____ Date _____
Month Day Year

Name _____
First Middle Last Previous

Current Address _____

City _____ State _____ Zip Code _____

By checking this box, you consent to use electronic signatures rather than paper documents.

SIGNATURE OF STUDENT _____ (REQUIRED)

REQUEST #1	REQUEST #2
Number of transcripts: _____	Number of transcripts: _____
\$10 per transcript	\$10 per transcript
<input type="checkbox"/> Pick up. Date _____	<input type="checkbox"/> Pick up. Date _____
<input type="checkbox"/> Mail (Allow 3-5 business days. Make checks payable to SCSU)	<input type="checkbox"/> Mail (Allow 3-5 business days. Make checks payable to SCSU)
Send to the following NAME and address:	Send to the following NAME and address:
_____	_____
_____	_____
_____	_____
_____	_____
<input type="checkbox"/> Wait to process until current semester grades are finalized	<input type="checkbox"/> Wait to process until current semester grades are finalized
<input type="checkbox"/> Wait to process until degree is posted	<input type="checkbox"/> Wait to process until degree is posted
<input type="checkbox"/> I attended SCSU before 1978	<input type="checkbox"/> I attended SCSU before 1978
<input type="checkbox"/> I attended Minnesota State University-Akita	<input type="checkbox"/> 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**