How to Obtain an Unofficial Transcript - Current Students

Currently registered students may obtain an unofficial transcript on MYCSULB:

- Log into MyCSULB from the CSULB home page.
- Enter your CSULB ID and Password.
- Select Student Center.
- Select "Unofficial Transcript" from the list in the Pull-Down Menu and click the button.
- In the "View Unofficial Transcript Page", verify "CSU Long Beach" is in the Academic Institution field. Then select "Unofficial Transcript" for the Report Type field.
- Click the “GO” button. This action will open your Unofficial Transcript.

How to Obtain an Official Transcript – All Others

Official transcripts are issued within 7 business days of receiving the student’s order form or written request. Any records prior to 1988 may take longer. The written request can be made in the form of a letter or by filling out the Transcript Request form online at www.csulb.edu/depts/enrollment/forms.

Letter requests must include:

1) Student’s full name as well as previous names used
2) Student’s ID or Social Security Number
3) Date of Birth
4) Student’s phone and address
5) Complete mailing address where transcripts are to be sent including attention of a specific party.
6) Any special requests such as “Hold for Current Grades” or “Hold for Degree”
7) Student’s signature

Submit your request and payment to: Attn: Transcript/Records Unit
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840

Transcript Fees

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- Expedition Service: Add $10.00 to total due
  - Transcripts will be processed within 2 working days (excludes delivery days) by means of US Postal Service
- Official transcripts are issued in separate, sealed envelopes.
- In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), your records will NOT be released to a third-party without your written consent.
- All outstanding university financial obligations must be cleared, such as: pass due fees, library fees, loans, etc., before your transcript(s) can be released.
TRANSCRIPT REQUEST FORM

Instructions:
Please read and complete the form with the appropriate information and the total due when ordering transcripts. Current students can request transcripts online through My CSULB at http://www.csulb.edu (Remove Pop Up Blocker for Online Requests). This form should be used only when ordering transcripts in person or by mail. If mailing a request, send a check or money order and mail to: ATTN: Transcripts /Records, California State University, Long Beach, 1250 Bellflower Blvd., Long Beach, CA 90840-0106, for expedited service write “Expedited” to the attention line.

Student Information (All information required to identify your record – please write clearly)

<table>
<thead>
<tr>
<th>Campus I.D. (if available) or Social Security Number</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>Telephone</th>
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Full Name (Last, First, Middle)

List other names used while attending CSULB (Last, First, Middle)

Current Mailing Address – Street Apt.

<table>
<thead>
<tr>
<th>City</th>
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First semester attended at CSULB

Last semester attended at CSULB

Transcript Fees

For more than 20 copies, add 12 to the number of copies to calculate the amount.

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Number of Transcript(s)

Please refer to fees table above to calculate amount.

_______ Copy(s) Amount $ .00

Processing Service (select one)

- Regular Service: Transcripts will be processed within 7 working days (excludes US Postal Service delivery days) to mailing address indicated in mailing label. AMOUNT $ .00

- Expedited Service: In-Person pick up not available for students prior to 1988 (Add $10.00 to amount). Transcripts will be processed within 2 working days (excludes US Postal Service delivery days) AMOUNT $ .00

- FOR EXPEDITED ORDERS ONLY (select one):
  - Mail to address in mailing label
  - In-Person service - pick up in Brotman Hall 123 (held for 30 days)

The order will not be processed if you have any outstanding financial or administrative obligations with CSULB.

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), your records will only be released to a third-party with your written consent.

Authorization Signature Required I authorize release of my transcripts as directed on this form.

X Date

Mailing Label- Clearly write name and address for delivery

Total $ .00