Cuesta College Records Office
PO Box 8106
San Luis Obispo CA 93403-8106
(805) 546-3139

OFFICIAL TRANSCRIPT MAIL-IN REQUEST FORM

Allow 10-15 business days processing, not including mailing time. First two transcripts ever ordered are no charge. All subsequent transcript mail-in orders are $3.00 per transcript. Faxed requests are not accepted. Signature authorization is required. Submit check or money order payable to Cuesta College with this request form. Do not submit cash. Credit card orders available online only – visit www.cuesta.edu for more information. Online orders also have the fastest processing time within 2-3 business days.

Transcript orders will not be processed if the student has an existing balance on their account, including the present term's registration fees, holds, or obligations.

Complete all information below. PRINT CLEARLY.

9 ☐☐☐☐☐☐☐☐ _____ _____ _____

STUDENT IDENTIFICATION NUMBER | LAST | FIRST | M.I.

If you do not know your Cuesta Student ID number, provide your **Social Security Number**: _____.

Previous names: _____

Date of Birth (mm/dd/yyyy): ____/____/_____ **Last Term attended Cuesta**: ☐ Spring ☐ Summer ☐ Fall Year: _____

Current mailing address: _____

Phone Number: _____ **Email**: _____@_____

MAIL TRANSCRIPTS TO:		
#1	Name: _____ Attention: _____ Address: _____ Address: _____ City: _____ State: _____ Zip Code: _____	# of copies _____
#2	Name: _____ Attention: _____ Address: _____ Address: _____ City: _____ State: _____ Zip Code:_____	# of copies _____
#3	Name: _____ Attention: _____ Address: _____ Address: _____ City: _____ State: _____ Zip Code: _____	# of copies _____

Options: ☐ Send now (10-15 business days processing time, not including mailing time.)

☐ Send after grades are posted for: ☐ Spring ☐ Summer ☐ Fall Year: _____

Note: Final grades are available Monday the week prior to the following term.

☐ Other:_____

Student's Signature: _____ **Date:** _____

OFFICE USE ONLY			
Date Received: ___/____/_____	Holds Cleared: ☐ Yes ☐ No	Fees Due: $_____	Date Paid: ___/____/_____