

Read instructions on page 2 before completing this form.

Official Transcript Request

Current Information

Name: Last First Middle
Address HSU ID# or SSN
City State Zip Code Date of Birth
Phone Email

HSU Information

List other names used while attending HSU
Dates of attendance at HSU: From: month year To: month year
Did you attend HSU prior to June 1991? Yes No

Mailing Information

copies to the address below
Name Address* City State Zip Code Phone* Overnight Mail
copies to the address below
Name Address* City State Zip Code Phone* Overnight Mail
copies to the address below
Name Address* City State Zip Code Phone* Overnight Mail

*Overnight mailing is only available to street addresses (not a PO box) within the 48 contiguous states (no Alaska, Hawaii, or overseas). A destination phone number MUST be provided. Check the box to indicate overnight mailing for that address

Send NOW Send after grades are posted Send after degree posts Other
RUSH degree clear** / Send after degree posts Date or instructions

Fees & Payment (see instructions on page 2 for fees, processing time and a description of additional services)

Transcript Per Copy Fee \$
Standard Handling & Regular Mail (no additional cost)
Add Expedited "RUSH" Handling (required for overnight mailing & rush degree clear**) \$10.00 per order \$
Add Overnight Mailing (requires Expedited RUSH Handling) \$10.00 per address \$
Add Notarization Service (an additional security measure that is not typically required, see page 2) \$10.00 per transcript \$
TOTAL for this request \$

Payment enclosed (check or money order) Electronic Payment (Enter CashNet Receipt #) & Date

I authorize release of my academic records to the addresses listed above.

All student records at Humboldt State University are kept in accordance with the provision of the Family Educational Rights and Privacy Act (FERPA). Transcript Requests without student's signature will not be processed.

Signature (Required) Date

Official Transcript Request Information & Instructions

Remember to sign your form.

Transcript Fees

(The following fees apply to transcripts **ordered at the same time**. Transcripts are \$4 for one copy, then \$2 each for additional copies up to 10, \$1 each for additional copies over 10)

# of copies	1	2	3	4	5	6	7	8	9	10	11
Cost	\$4	\$6	\$8	\$10	\$12	\$14	\$16	\$18	\$20	\$22	\$23

Transcript Processing

Standard processing: Transcript requests are routinely processed and mailed out 7 to 15 business days* after arriving in our office or after grades post (if that option is selected on the request). Transcripts are processed on a first-come, first-served basis.

High Volume Delays: Due to the high volume of requests at the start and end of each semester, standard processing (typically 7-14 days) can be as long as six weeks. See additional services for expedited processing and mailing options.

Additional Services (optional)

Service	Fee	Description
Expedited "RUSH" Handling	\$10.00 per order	Your transcripts will leave our office within 3 business days* via regular mail.
Overnight Mailing	\$10.00 per address	Overnight mailing is only available with expedited handling. Transcripts ordered with the extra \$10 expedited handling fee and the \$10 overnight fee will leave our office within 3 business days* via UPS overnight ground delivery.
Notarization Service	\$10.00 per notarized item	Documents from the Office of the Registrar are official documents; notarization is not needed for items to be official. A notarization is an additional security measure. If a third party requires a notarization, they will tell you. If you have questions about the need for notarization, contact our transcript office at 707.826.6242.

Instructions & Payment Options

Order by mail (electronic payment, check or money order)

1) Complete all fields on the transcript request.

2) Make payment

Pay with credit card or e-check – Go to Cash Net to make electronic payment (requires your HSU ID number**).

Select transcripts and follow the on screen directions.

Enter the receipt number on your transcript request form. (*We do not accept payments over the phone or credit card information written on the transcript request.*)

or

Pay with check or money order. Make check payable to: Humboldt State University.

3) Print and **sign** form.

4) Mail to: Humboldt State University,
Office of the Registrar, Transcript Section,
1 Harpst Street,
Arcata, CA 95521

Order by fax or email (electronic payment only)

1) Complete all fields on the transcript request.

2) Pay with credit card or e-check – Go to Cash Net to make electronic payment (requires HSU ID number**).

Select transcripts and follow the on screen directions. Enter the receipt number on your form. (*We do not accept payments over the phone or credit card information written on the transcript request.*)

3) Print and **sign** form. (Please note: This form needs to be printed, signed by hand, and then scanned in order to send via email)

4) Fax to: 707.826.6194 or Email to: HSU.Transcripts@humboldt.edu

Order in person (pay at cashiers)

1) Complete all fields on the transcript request.

2) Pay fees in person at the Student Financial Services Office (SBS 285) using cash, check, debit card, money order, or certified funds.

3) Bring your completed form and receipt to the Office of the Registrar. **You must have a photo ID to pick up your transcripts.**

* If you have forgotten your password or user name, go to Account Settings to reset your password and/or retrieve your user name. If you need assistance, contact the Technology Help Desk at 707.826.4357

** If you are a former student and do not know your HSU ID number, contact the Office of the Registrar at 707.826.4101.