

Transcript Request Form

The quickest way to receive your SJSU transcripts is to order online: www.sjsu.edu/transcripts. However, students may submit the form below for a free paper version of their official transcript. Limit two transcripts per request. Shipping is only by US Mail. Processing time is 4 weeks.

Student Information

First Name _____

SJSU ID# _____

SSN is an option

Last Name _____

Dates Attended

Other Names _____
(if any)

First Year: _____ Last Year: _____

Date of Birth _____
(mm-dd-yyyy)

Copies **1** _____ **2** _____ (check one)

Recipient Information

Name _____

Institution _____

Address 1 _____

Address 2 _____

City _____

State/Region _____

Postal Code _____

Authorization

By signing below, I certify that I am the student listed above and I give permission for SJSU release my transcripts to the recipient listed on this form.

Signature*: _____

Date: _____

Email: _____

Phone: _____

*Form must be printed and signed.
Typed signature not accepted.

Submit Form

Option 1: US Mail

Registrar's Office
San Jose State University
One Washington Square
San Jose, CA 95129-0009

Option 2: Fax

Registrar's Office
Attention: Transcripts
San Jose State University
408-924-2077

Additional Questions? Contact the Registrar's Office: registrar@sjsu.edu 408-283-7500

Registrar Use Only

Received _____ Processed _____ Mailed _____