

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 SJSU permission to release my official transcripts to the recipient listed on this form.

Signature*: _____

Date: _____

Email: _____

Phone: _____

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

Submit Form

Option 1: US Mail

Registrar's Office
 San Jose State University
 One Washington Square
 San Jose, CA 95192-0009

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 _____