

Official Transcript Request

Office of the Registrar

INSTRUCTIONS:

- The preferred and fastest method for requesting transcripts is by credit/debit card through Parchment at:
<https://www.parchment.com/u/registration/43531679/institution>
- Official transcripts for *electronic* delivery must be ordered online through Parchment. Unofficial transcripts may be retrieved through your SONIS Student Portal.
- Submit this completed form with your ink signature to the CHSU Office of the Registrar, located at 120 N. Clovis Ave., Clovis, CA 93612, along with a photo ID and a \$10 payment per official transcript requested.
- Check or money order accepted (payable to California Health Sciences University). Cash payments are not accepted.
- Transcript requests are processed within 3 - 5 business days.

STUDENT INFORMATION

Legal Name: _____
First Name MI Last

Student ID #: _____ Class of: _____ Program: _____

Date of Birth: _____ Phone #: _____ Email: _____ @chsu.edu

TRANSCRIPT ORDER INFORMATION

Quantity Requested: _____

Printing Options (*check one*):
Print Now Hold for Degree Posting
Hold for Semester/Block Grades, specify term: _____
Hold for Grade Change or Repeat, specify course: _____

Delivery Method (*check one*): Mail (enter address below) Student Pickup

Mail to: _____
Name/Organization/Company

Street Address (Include suite, apartment #, P.O Box, etc., if applicable)

City, State, ZIP

In accordance with Federal Law, records cannot be released without the written consent of the student. I certify that I am the above person and consent to release of this information.

Student Signature: _____ Date: _____

For Office of Registrar Use Only

Date Received: _____ Received By: _____ Date Processed: _____