

Student Information:

Name: \_\_\_\_\_

Other names used: \_\_\_\_\_

Student ID (if known): \_\_\_\_\_ or Social Security No.: \_\_\_\_-\_\_\_\_-\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Address: \_\_\_\_\_

Home phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell/Work phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Attended (month/year): \_\_\_\_\_ to (month/year): \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*In order for your request to be processed, your signature is **mandatory**.*

Check all that apply:

Please send Transcripts:  Immediately  After grades are posted  After degree conferred

Specify what should be sent:  Undergraduate Records  Graduate Records  All Records

Share the purpose of your request with us:

Transfer to another school  Graduate School  Teacher Certification  Employment  Other

Send **OR** Fax\*\* to: \_\_\_\_\_

*\*\*Please note that the party receiving the **faxed** copy of your transcript determines whether or not they will accept it as official.*

Number of copies to mail \_\_\_\_\_ + Number of copies to fax \_\_\_\_\_ = Total \_\_\_\_\_

Payment Information:

Each copy of your transcript, official or unofficial, faxed or mailed, is \$5.00. If you wish to view your unofficial transcript, you may do so under your MyCSU account, provided you have your ID and pin number.

Check method of payment:

Online  Cash  Check  Credit Card (*We accept Visa, Mastercard, Discover, & American Express*)

*Note: If you pay online, there is no need to provide card information here.*

[Please click here if you would like to make an online payment.](#)

Name on card: \_\_\_\_\_ Card number: \_\_\_\_\_

Verification number (*the 3 digit code on the back of your card*): \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Please mail the **completed** form *with payment* to:

Charleston Southern University  
Attn: Office of the Registrar  
PO Box 118087  
Charleston, SC 29423

**OR** fax to: 843-863-8023

*Note: transcript requests can take up to two weeks to process.*