



## REQUEST FOR TRANSCRIPT

Transcripts are \$8.00 each, payable by check or money order. You may also pay by credit or debit card for an additional \$1.00 fee. Transcripts will be issued only if all student accounts are clear. The Transcript Request can be mailed (5998 Alcala Park, San Diego, CA 92110), faxed (619-849-8431), or scanned and emailed (jbetancourt@fst.edu). It must bear your signature.

**Transcript(s) Requested by:**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
 First Middle Last Maiden/Other

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Phone Email Date of Birth

Last Year / Semester: \_\_\_\_\_ Degree Received: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Send Now -OR-  Hold for Final Grades / Degree -OR-  Date Needed: \_\_\_\_\_

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\_\_\_\_\_  
 Attention

\_\_\_\_\_  
 Institution

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Signature

**For FST Office Use Only**

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