

## Unofficial Transcript Request

### Unofficial transcripts are available through Student Center.

This form should **only** be used by former students (attended HSU prior to 1991) who are unable to access records through Student Center.

#### Instructions

- 1) Complete all fields.
- 2) Print and sign your form. (*Requests without signatures will not be processed.*)
- 3) Mail, fax or email your request.

Name \_\_\_\_\_ Email: \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Humboldt ID or SSN 

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Other names used at Humboldt: \_\_\_\_\_

Did you attend Humboldt prior to June 1991?  Yes  No

Dates of attendance: from (month) \_\_\_\_\_ year \_\_\_\_\_ to (month) \_\_\_\_\_ year \_\_\_\_\_

Send transcripts via email to: \_\_\_\_\_

Mail transcript to:  address as above

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature (required for release of records)

\_\_\_\_\_  
Date

*All student records at Cal Poly Humboldt are kept in accordance with the provision of the Family Educational Rights and Privacy Act (FERPA). Transcript Requests without the student's signature will not be processed.*

**There is no cost for one unofficial transcript. Return your completed form via:**

**Mail:** Cal Poly Humboldt  
Office of the Registrar, Transcript Section  
1 Harpst Street  
Arcata, CA 95521

**Fax:** 707.826.6194

**Email:** records@humboldt.edu (Please note: you will need to print this form, sign by hand, and then scan to send via email)

**Pick up:** Student Business Services, (A picture ID is required.)

If you have questions, please contact the Office of the Registrar, Transcripts Section at 707-826-6242.