



College of Southern Idaho

Phone (208) 732-6795
Phone (208) 732-6234
Fax (208) 736-3014

Mail or Fax Request

Attn: Transcript Request
Admissions & Records
PO Box 1238
Twin Falls, ID 83303-1238

TRANSCRIPT REQUEST

Student information:

Name: _____ Birth Date: _____

Previous Name(s): _____ Student ID#: _____

Address: _____ Social Security# _____

City/State/Zip: _____ Day Phone: _____

Currently Enrolled? Yes No

If not, indicate the last semester you were enrolled at CSI: Fall _____ Spring _____ Summer _____

Send to:

Institution/College: _____

Name: _____ Dept: _____

Address: _____ City/State/Zip: _____

Hold for pickup by student (photo ID required) **If being picked up by a 3rd party, a letter of authorization with the signature of the student and a photo ID from the authorized individual.*

Check only one:

Process **now**

Process after current **grades** are posted

Process after **degree/certificate** is posted **Your records will not be checked for graduation unless you have applied for graduation.**

Fees/Payment Standard Processing: 1-3 business days

Official Transcript Standard Processing Fees

Mailed or picked up in person: \$7 per transcript

Fax: \$10 per transcript *Student should verify transfer institution's policy on faxed transcripts.* Fax to: _____

Un-Official Transcript Standard Processing Fee

Mailed or picked up in person: \$2 per transcript

Fax: \$5 per transcript *Student should verify transfer institution's policy on faxed transcripts.* Fax to: _____

Additional Fees for Expedited Processing

Priority Mail: \$10 in addition to per transcript fee

UPS/FED Ex/International Delivery: \$25 in addition to per transcript fee

Rush Orders: \$10 in addition to per transcript fee and applicable fax and/or delivery fees **within 24 hours of receipt, not including weekends, holidays, breaks or other school closures**

Number of copies requested: _____ Amount due: _____

Charge: Visa MasterCard Discover American Express **Amount to be charged** _____

Credit Card # _____ Exp date _____ Last three digits from back of card _____

Name on card _____ Authorized Signature _____

Student Signature (Required): _____ **Date** _____

An official transcript is one mailed directly from one institution to another. Hand carried or faxed transcripts ***may not*** be accepted as official by other institutions. Current students can access their unofficial transcripts for free through MyCSI.

RECORDS OFFICE USE ONLY	Pmt Date: _____	Pmt Type: _____	Amt \$: _____	Receipt #: _____	Initials: _____
Rev 7/28/2009	<input type="checkbox"/> Degree on	<input type="checkbox"/> Core on	Date processed: _____	Operator: _____	