



Transcript Request Form

Office of the Registrar

Transcripts may be ordered online through MyCSUEB or directly from [Parchment](#). All online orders are shipped within 2-4 business days and there is an option for overnight FEDEX for an additional charge with online orders only. Submission of this form with payment will take 5-7 business days for processing. There are no same day or transcript pickup services.

Instructions:

1. Submit completed form with a check or money order payable to "CSUEB" in one of the following ways:
 - a. In person to the Cashier's Office in the Student Administration Building on the Hayward Campus
 - b. Mail form with payment to CSU East Bay, Cashier's Office, 25800 Carlos Bee Blvd, Hayward, CA 94542.

NOTE: If you are reapplying to Cal State East Bay, you do not need to request for an official transcript to be submitted to our campus; for questions about this, you may contact the Office of Admissions at 510-