

Unofficial Transcript Request (Student attended prior to 1991)

Unofficial transcripts are available through Student Center. This form should **only** be used by former students (attended Humboldt 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

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.