Transcript Request Form

Stanford Continuing Studies
Littlefield Center
365 Lasuen Street
Stanford, CA 94305

Fax to:
(650) 725-4248

Scan and e-mail to:
continuingstudies-transcript@stanford.edu

This form is for students who have registered for **non-matriculated** courses though Stanford Continuing Studies or other programs sponsored by Stanford University. The first five Continuing Studies transcripts are available free of charge; additional copies are available for a charge of $10 per transcript. Transcript fees for other programs sponsored by Stanford University vary. Students may request either paper or electronic transcripts. All transcripts are official.

e-Transcripts: Students may order electronic transcripts in PDF format. Electronic transcripts are official documents and are validated via the digital signature and certification by Stanford.

Status of Processing: Paper transcript requests are processed and mailed within 2-3 weeks. Please allow an additional 5 business days for delivery of domestic mail and 15-20 business days for international delivery. e-Transcript requests will be processed and emailed within 2 business days.

Student Information:

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Last or Family Name _____ First _____ Middle _____ Student I.D. Number

Name(s) under which you enrolled at Stanford

Last course/program and year attended _____ Birthdate (required)

Contact Information (required):

( )

Phone Number _____ Email Address

Special Processing: (No seals, signature, or other markings are necessary on the transcript envelope)

☐ Attach third-party form for: _____ ☐ Other _____

Address(es): If you have more than 3 mail recipients or 2 e-mail recipients, fill out additional forms.

1. Mail_____copy or copies to:

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2. Mail_____copy or copies to:

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3. Mail_____copy or copies to:

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For e-Transcripts only:
Send Certified PDF transcript(s) to:

Contact Name: _____

Email: _____

Contact Name: _____

Email: _____

Signature: Federal law (FERPA) requires your signature to process any release of records. Forms without a signature will not be processed.

Student Signature _____ Date

Date form processed: _____