

TRANSCRIPT OF CREDIT

Official transcripts are issued by the Registrar's Office at the **signed** request of the student and are usually issued within two working days from the date the signed request is received in the Registrar's Office.

Students should allow extra time for issuance near the end of term due to the processing of grades. While grades are being processed, transcripts (official or unofficial) will not be released during the week of finals and the week following finals.

CSU Pueblo will not accept e-mail or telephone transcript requests.

Fees

There is a non-refundable fee for each official transcript. Be sure to check with the Registrar's Office for current fees.

Transcript fees must be prepaid before official transcripts will be released. Acceptable methods of payment are cash, personal check, money order, VISA, MasterCard, and Discover. Special fees are charged for special handling.

All accounts with Colorado State University Pueblo must be settled before an official transcript can be issued.

How to Order a Transcript

All transcript orders must be placed through Parchment (<https://www.parchment.com/u/registration/34174/account/>).

1. Create a New Learner Account
2. Follow the steps to complete your order
3. Please mark one of the following options: Send Now, Hold for Grades, or Hold for Degree Conferral

Note: If you don't know your student ID you can put N/A in the box.