



## How To Request A Transcript

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Transcripts are free and are processed on a first-in, first-out basis. We do not provide "Rush" or "Next Day" service. The normal turn-around time for processing is five (5) to ten (10) working days from the date we receive your request in our office. However, during busy periods (December – February, and May – July) processing time may take longer due to the high volume of requests. Transcripts must be requested well in advance to meet deadlines.

Please send the following information to Admissions and Records:

- all names you have used, including maiden name
- social security number
- birthdate
- the dates you attended Sonoma
- whether you attended through the regular University, Extended Education, or both
- how many copies of transcripts you need (ten is the maximum per request)
- name and address of where you wish them sent
- whether you wish us to hold for final grades, changing a grade, or the posting of a degree

**Important!** You must include a signature with your letter or we will have to return your request.

Admissions and Records mailing address: Admissions and Records  
Sonoma State University  
1801 East Cotati Avenue  
Rohnert Park, CA 94928

You may also fax your request (**With Signature**) to: (707) 664-2060