

# International Student Transcript Request for Non-Degree Students



California State University  
**MONTEREY BAY**  
International Programs

## TRANSCRIPT REQUEST

CSUMB will send two official transcripts to your home institution's international office 6 weeks after the end of the semester. Your home institution will keep one transcript on file, and you may request to keep the other. Additional copies can be purchased at any time through: [ar.csUMB.edu/transcript-request](http://ar.csUMB.edu/transcript-request)

**California State University  
Monterey Bay**



Office of Records & Registration  
Seaside, CA 93955-8001

After grades are posted, unofficial transcripts can be accessed by logging into your my.csUMB account. Instructions can be found at: [cms.csUMB.edu/unofficial-transcripts](http://cms.csUMB.edu/unofficial-transcripts)

### Student Contact Information:

Full Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Student ID: \_\_\_\_\_ E-mail: \_\_\_\_\_

Other ID: \_\_\_\_\_ Phone: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(country/city/number)

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Home Institution Contact Information:

Name of Home Institution: \_\_\_\_\_

Coordinator Name: \_\_\_\_\_

Coordinator E-mail: \_\_\_\_\_



**BEFORE YOU LEAVE,**  
be sure to check that there are no  
holds on your student account.  
Transcripts will not be sent to any  
student with a hold!

### For Official Use Only

Transcripts sent to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CSUMB Official: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Questions?

E-mail: [international@csUMB.edu](mailto:international@csUMB.edu)

Call: (831) 582-4778