

# CEU Transcript Request



SACRAMENTO STATE  
COLLEGE OF CONTINUING EDUCATION

Please complete and submit this form with the appropriate fees to receive transcripts for CEU, BRN or CEH credit courses. The College of Continuing Education does not provide transcripts for academic credit courses.

Name (Last, First, Middle Initial)

Former Name(s)

Address

( )

City

State

Zip

Daytime Phone

E-mail

Please send \_\_\_\_\_ copy/copies of my transcript to the following address(es):

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

## Course/Certificate Program Information

*(Attach additional paper if necessary)*

Please provide the following course/certificate program information.

Course/Certificate Program Title

Course Code

Date(s)

Instructor

Total Number of Courses Completed

Signature: \_\_\_\_\_

*(Transcript requests cannot be processed without a signature)*

Date

## Fees to be charged

A single (one) prepared transcript is \$4. All additional transcripts are \$2 each.

\_\_\_\_\_ Total Due

## Payment

The College of Continuing Education does not accept cash payments.

check one:

VISA

Mastercard

Discover

Check/Money Order  
(payable to Sacramento State)

Name of Cardholder

Card #

Expiration Date

Cardholder's Signature

Mail the completed and signed form with check or money order to Sacramento State, College of Continuing Education, 3000 State University Drive MS 6103, Sacramento, CA 95819.