

# Unofficial Transcript Request

Current CSI students can access, download, and/or print their unofficial transcript through MyCSI.  
**Unofficial transcripts can only be sent directly to the student.**

**Student Information:**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Previous Name(s): \_\_\_\_\_ CSI Student ID #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Last 4 of Social Security #: XXX-XX-\_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

**SEND TO: (check only one)**

- Email
- Mailing Address
- Hold for pickup (**photo ID required**). Taylor Building, Eagle Central, Twin Falls.

**Number of copies requested:** \_\_\_\_\_

**Official Transcript Information:**

Official transcripts can be ordered online for a \$7 fee through the National Student Clearinghouse – [studentclearinghouse.org](http://studentclearinghouse.org)– students have the option to send the transcript via email, electronically, or regular mail.

**Student Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*When this form is completed, please submit for processing to the Office of the Registrar*  
[records@csi.edu](mailto:records@csi.edu)

**Office Use Only**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_