

To: CART Unitrack Students

Re: Unitrack Transcripts from Fresno State

Attention to all students that signed up for Unitrack credit from Fresno State and received a C or better both semesters. Included in this memo are the directions to request online or pick up your transcripts in person. Official transcripts are necessary to prove that you completed these units. You should keep official transcripts filed in your records.

Your grades will be recorded in late June. You may request and pick-up your transcripts from Fresno State University after this date. We encourage you to obtain your transcripts this summer, even if you are a junior.

Official transcripts:

1. Order Online

Go to <http://www.csufresno.edu/are/registrar/transcripts.shtml>

Follow directions under order on-line.

Hint: You must have your social security number and a credit card in order to do this method.

2. Transcripts Request in Person

- Request transcripts in person at the Admissions and Records service window located in the North Lobby area of the Joyal Administration Building, (SEE MAP) then pay your fees at the Cashiers Service window (located in the South Joyal lobby)
- Please note that if someone other than yourself will be requesting and/or picking-up the transcript, you need to provide a signed release authorizing the third party to request and/or pick-up your transcript and they need to bring a valid photo ID

Look for this form in the Lobby.

3. Requests by Mail

Send us a letter with the following personal information:

- Name, Maiden name or name used while a student, last year enrolled, date of birth, Student ID number or Social Security Number, Current address and Phone number, Number of transcripts requested with complete names and addresses of where each transcript is to be mailed, Indicate if you are waiting for information to post (final grades or current degree posting) before mailing transcript, Sign and date your request, Include your payment, payable to California State University Fresno (check or money order only)

Mail your letter of request to:

Transcripts Office, California State University, Fresno
5150 North Maple Avenue MS:JA57
Fresno, CA 93740-8026.

