ALUMNI
& FRIENDS
ASSOCIATION

CHANNEL
ISLANDS

California State
University

CSUCI Alumni Transcript Request FAQ

Frequently Asked Questions for Alumni

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1. How do I request my CSUCI transcripts?

All **official transcripts** must be ordered online through **Parchment**, CSUCI's authorized transcript service.

🔗 Order here: https://www.csuci.edu/registrar/official-transcripts/ordering-transcripts.htm

OR go.csuci.edu/alumtranscript

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2. Are unofficial transcripts available?

No.
CSUCI no longer provides unofficial transcripts for alumni. Unofficial transcripts are only accessible to current students through their **myCI Student Center**.

Once you graduate or separate from the University, **you must order official transcripts** through Parchment.

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3. Do I need to log in to myCI to request transcripts?

No. Alumni **do not** need myCI access.
All transcript orders are processed directly through Parchment.

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4. What types of official transcripts can I order and what is cost?

- *Official Transcripts cost $5.00 each with an additional cost for paper mailing services.*

- *A transcript will not be issued and cannot be ordered if you have a hold that prevents transcript printing.*

Through Parchment, you may request:

- **Electronic PDF transcripts** (fastest and most popular option)

- **Paper transcripts** (mailed to you or a designated recipient)

You'll choose the delivery format during checkout.

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5. How long does it take to receive my transcript?

- **Electronic transcripts:** Usually delivered within minutes to 1 business day

- **Paper transcripts:** Delivery time varies based on mailing location and postal service. Average USPS processing time is 24-48 hours. You can pay more within Parchment for quicker shipping. You can also look at the eTranscript option within Parchment, which is often the quickest delivery method.

6. Can I track my transcript order?

Yes. Parchment provides real-time tracking updates so you can monitor the status of your request and delivery.

7. Is there a cost for ordering transcripts?

Yes. Transcript fees are set by Parchment and displayed during checkout.
Costs may vary based on electronic vs. mailed delivery.

8. What if I need to send transcripts to multiple schools or employers?

You can select multiple recipients within the same Parchment order or place separate orders as needed.

9. Who do I contact if I have issues with my order?

For technical issues or order tracking: **Parchment Support** (link provided during the ordering process).
For CSUCI registrar-related questions:
✉ **registrar@csuci.edu**
📞 **805-437-8500**

11. Are rush, overnight, or international delivery options available?

Yes. Parchment offers additional delivery options for an extra fee. These choices appear during checkout.

12. Can someone else request my transcripts for me?

No. Transcript requests must be submitted **by the student/alumnus** due to federal privacy regulations (FERPA). You may, however, designate a third-party recipient to receive the transcript.

13. What if I need my transcript sent after grades are posted or my degree is awarded?

Parchment allows you to **hold** your order until:

- Final grades are posted
- Degree is officially awarded

You'll select these options during your order.