
"Official transcript" - includes a student's academic history with degree(s) earned printed on security paper with the Registrar's signature and University Seal.

- B. "Unofficial transcript" - includes a student's academic history with degree(s) earned printed on plain white paper. Unofficial copies will not carry the Registrar's signature or University Seal. Unofficial transcripts may be used by authorized campus personnel without the student's consent for advising purposes or other reasons related to performing job responsibilities.

3. Requests

4. Processing Fee The fee for each transcript request is \$0.

FEE WAIVERS:Fees are not charged for (1) official transcripts used for initial teacher certification packets processed by the School of Education, (2) Career Services unofficial transcripts copied for potential employers, (3) official transcripts sent to Enrollment Services for attending graduate programs offered at CSU, (4) unofficial copies requested by current students in person, or (5) official transcripts required by foreign agencies to verify academic progress for international students to receive tuition aid from their home countries. Other special case waivers must be approved by the University Registrar.

5. Restriction of Issuance

- A. Official Transcripts -Official transcripts may be issued to an external third party who has been designated by the student in his/her respective request. Official transcripts may be issued to a student; however, the transcript will be provided in a sealed envelope. The envelope will have a sticker reading "Official if not received in SEALED envelope."
- B. Unofficial Transcripts -Current and former students may download unofficial transcripts for advising and schedule planning purposes free of charge. Only official transcripts will be provided/sent to authorized third parties.

6. "Holds" on student records An official transcript cannot be processed and released for a student with holds on their records from CSU office. Students can view any holds on their records and the information needed to clear the hold on MyCSU. Once all holds are removed, students may order their official transcript.

7. Transcripts in student files from other institutions Transcripts received from other institutions become the property of Charleston Southern University and will not be released or copied for third parties. Any exception to this must be approved by the University Registrar, with the student's written consent.