

FINAL GRADES /UNOFFICIAL TRANSCRIPTS /OFFICIAL TRANSCRIPT REQUESTS

****CSU-PUEBLO NO LONGER MAILES STUDENT GRADES VIA U.S. MAIL.****

Unofficial Transcripts - You must call for authorization, Contact Records at 719-549-2261 or the Transcript Clerk at 719-549-2779.

Once final grades have been posted, students will be able to access and print an **Unofficial** transcript by logging on to the CSU-Pueblo Website at: <https://secure.colostate-pueblo.edu/records/transcripts/>. There is no cost to student.

Once they have logged on to the CSU-Pueblo home page, continue on to the following:

- . • Click on “Current Students TWOLF Portal” (Wolf graphic at lower left.)
- . • Curser over to center column (Login to Web Apps) and click on “PAWS Student Services”.
- . • Click on “Student Transcripts”. Directly to the right are step-by-step instructions.

Official Transcripts - \$5.00 per Transcript Requested.

Students can also order **Official Transcripts** by doing any of the following.

- . • Coming to campus, filling out an Official Transcript Request Form and paying on-site at the Cashier, a \$5.00 fee.
- . • By U.S. Mail, send a letter to CSU-Pueblo Records Office requesting an Official Transcript and giving all pertinent information as to where transcript should be mailed, and to whose attention. Letter must include student’s Name, Social Security Number and/or Personal Identification Number (PID) if known. Student (not a parent) must sign request. Mail letter to:

Colorado State University – Pueblo
Transcript Office-Records Department
2200 Bonforte Blvd.
Pueblo, CO 81001-4901

- . • By Fax – with credit card payment. Fax written request/letter to CSU-Pueblo Records Office requesting an Official Transcript. Include all pertinent information as to where transcript should be mailed, and to whose attention. Letter must include student’s Name, Social Security Number and/or Personal Identification Number (PID) if known. Student (not parent) must sign letter. Fax letter to: Colorado State University – Pueblo

Transcript Office-Records Department
(719) 549-2419