



### **Unofficial Transcripts**

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://www.csupueblo.edu/>

There is no cost to the student. Students will need PID number issued to them by CSU-Pueblo. On the CSU-Pueblo home page, continue to the following:

1. Click on “Current Students” at the top.
2. Click on “PAWS”
3. Enter your PID number. Be sure and leave the letters “PID” in the box.
4. For your first visit, enter your PIN number. It will be your 8-digit birthday (MMDDYYYY).
5. You’ll be asked to change your PIN. Follow the on-screen instructions.

It is important to remember transcripts requested before grades are posted will list courses as “IN” (incomplete). Because high school term end-dates often do not align with CSU-Pueblo term end-dates, it is important for students to check their unofficial transcript and confirm grades are posted before requesting official transcripts which require posted grades.

### **Official Transcripts**

Colorado State University-Pueblo official electronic transcripts are \$10.00 each. Official paper transcripts are \$12.00 each, plus delivery.

Transcripts typically take 3-5 business days for processing upon receipt of request and payment.

Expedited delivery options are available on the request form. Requests are not submitted electronically and must be faxed or mailed with payment.

If you are a current student or have a Personal Identification Number (PID) and PIN please log into PAWS, <https://www.csupueblo.edu/current-students/index.html>

If you do not know your PID and/or PIN number, please navigate here to access and complete the official online transcript request form, <https://secure.csupueblo.edu/records/transcripts/>

Remember, once you complete either form above, you will need to print and fax to 719.549.2419 or mail to the following address: Colorado State University-Pueblo - Registrar's Office 2200 Bonforte Boulevard Pueblo, CO 81001

If you have any difficulties, you can call the Registrar’s Office at the number listed below.

### **Registrar's Office**

- Administration 202
- 719.549.2261
- [registrar@csupueblo.edu](mailto:registrar@csupueblo.edu)
- [transcriptrequest@csupueblo.edu](mailto:transcriptrequest@csupueblo.edu)
- <https://www.csupueblo.edu/registrar/index.html>