



For Office Use Only

Transcript Request Form

Payment amount _____

IMPORTANT INFORMATION

- **Transcripts cannot be released without your *handwritten* signature.**
- Transcripts will not be issued for students or alumni who have outstanding financial obligations to the college.
- Your transcript consists of a degree program (if approved at the time of the transcript request), narrative evaluations of each successfully completed study for all terms prior to November 2011 and a transcript summary.
- Transcripts are processed in the order in which they are received. Please allow up to two weeks for processing. During periods of heavy volume (start and end of semester), please allow additional time for processing.
- Official transcripts opened prior to being delivered to a third party might not be considered official.
- We do **not** produce electronic transcripts.
- The fee for an official transcripts is \$10 per copy.

Please print clearly or type

SS number or ID number _____ Date of birth _____

Current full name _____

Name while attending _____

Current mailing address _____ Is this a change of address? Yes No

City/State/Zip _____

Email address _____

Phone number _____

Transcript(s) will be sent immediately unless otherwise indicated below (select only one)

- Send transcript after degree/certificate is awarded.
- Send transcript after final grades are processed for the _____ term
- Send transcript after degree program with advanced standing credit is concurred

Number of transcript(s)

Please indicate the number of transcript(s) you would like for each level (undergraduate or graduate)

Total number of transcripts _____ Undergraduate transcripts _____ Graduate transcripts _____

(Total number of transcripts should equal number of undergraduate and graduate combined)

PAYMENT OPTIONS

- Check payable to SUNY Empire State College
- Money order payable to SUNY Empire State College

Signature _____ Date _____

Transcript will not be released without your *handwritten* signature

Send _____ number of transcripts to the following address:

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Attach additional pages (for more recipients) if needed.

Mail to: Transcript Request, Office of the Registrar, SUNY Empire State College, 2 Union Ave., Saratoga Springs, NY 12866-4390