



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

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Transcript will not be released without your *handwritten* signature**

Send \_\_\_\_\_ number of transcripts to the following address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send \_\_\_\_\_ number of transcripts to the following address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach additional pages (for more recipients) if needed.

Mail to: Transcript Request, Office of the Registrar, SUNY Empire State College, 111 West Ave., Saratoga Springs, NY 12866-6069