



SUNY EMPIRE STATE COLLEGE

Notice of Unavailable Transcript

Official transcripts are required for all institutions you have listed on your application. **This form is to be used for extenuating circumstances only** when a transcript is unable to be obtained from a college listed on your application. All Unavailable Transcript requests are subject to approval by the admissions office. If a request is not approved, students will be notified by email.

An **official** transcript is a student's academic record sent at the student's request directly from the institution at which the student formerly studied to Admissions at SUNY Empire State College.

Student name _____ ID No. _____

Address _____

Name of college/university whose transcript is unavailable:

An official transcript from the college or university listed above is not available for the following reason(s):

- College is closed
- Financial hold
- Administrative or academic hold
- Currently attending, but understand I am required to send an Official Transcript to ESC once grades have posted
- Other, please explain _____

I understand that I will not be able to transfer credit from this institution to SUNY Empire State College without an official transcript, and that providing false or inaccurate information may lead to a denial of admission or loss of financial aid.

Student signature

Date

Please return this form to SUNY Empire State College at the address below, attention Admissions.

Office Use Only

Approved Unapproved Staff initials _____