



### TRANSCRIPT REQUEST FORM

*Please Print.*

**FULL NAME:** \_\_\_\_\_

(Any and all prior names): \_\_\_\_\_

Date of Birth (mm/dd/yy): \_\_\_\_\_

Utica College ID# (preferred) or SS#: \_\_\_\_\_

Mailing Address (street/city/state/zip): \_\_\_\_\_

(current students, use local or campus address)

Telephone Number: \_\_\_\_\_

Today's Date (mm/dd/yy): \_\_\_\_\_

Date(s) attended (approximate): \_\_\_\_\_

check here if you are a current student

**What educational LEVEL do you wish sent?**

- Undergraduate (Bachelor's-level classes)
- Graduate (Master's- and/or Doctoral-level)
- Both (default, if you have more than one level)

WE WILL SEND OFFICIAL TRANSCRIPTS UNLESS SPECIFICALLY INSTRUCTED TO DO OTHERWISE.

**FAXED TRANSCRIPTS ARE AUTOMATICALLY UNOFFICIAL.**

**WHEN do you want the transcript sent?**

- Please mail IMMEDIATELY (default)
- I will PICK UP transcript (if not picked up promptly, the transcript will be mailed to the address listed above.)
- HOLD for current term grades to be posted
- HOLD for degree to be posted

**Complete a separate request for each recipient or attach a separate sheet with a complete list.**

**SEND TO:**

(incomplete/inaccurate address information will result in delays.)

RECIPIENT'S NAME:

SCHOOL/COMPANY:

STREET ADDRESS:

CITY/STATE/ZIP:

**Number of Transcripts to send to this recipient:**

**Payment Information**

Cost: \$5 per transcript

Cash  Check\*  Money Order\*  AmEx  Discover  MasterCard  Visa

\* Please make checks and money orders payable to Utica College.

Credit Card #:

Exp. Date:

3-digit security code\*\*:

\*\* We cannot process a credit card without this code.

Full name and address of cardholder:  
(if different from student)

**SIGNATURE OF STUDENT:** \_\_\_\_\_

*Federal regulations prohibit release of a student's records without his/her express written consent.*

1. If any financial obligations to the College are not satisfied, request will be returned to the student at the address listed above.
2. Please allow a minimum of 3-5 business days for normal processing time. During peak times, it could take up to 5-7 business days.
3. Utica College is not responsible for postal/delivery times.
4. Transcripts cannot be electronically transmitted (e-mailed)
5. We strongly suggest calling after faxing a request to confirm receipt.

**SUBMIT COMPLETED FORM (WITH PAYMENT) TO:**

Utica College Office of the Registrar  
1600 Burrstone Road  
Utica, NY 13502-4857  
Fax: (315) 792-3020

**INTERNAL USE ONLY:** Amount Paid/Date/Initials: \_\_\_\_\_

Date Mailed/Picked up: \_\_\_\_\_