

Paper Transcript Request Form

For students who have paid the Lifetime Transcript Fee or

For obtaining employment at Utica College

Complete all sections. Return by mail, fax, in person, or via email.

Utica College Office of the Registrar

1600 Burrstone Rd., Utica NY 13502

Telephone: 315-792-3195 Fax: 315-792-3020

PLEASE SELECT ONE:

I have paid the Lifetime Transcript Fee
(Prior payment of fee will be verified. If we have no record that you have paid the fee, we will return the form to you with instructions on how to order.)

I am sending this transcript to Utica College Human Resources for employment at Utica College.

If neither of these statements are true, you must submit the online request form, available at www.utica.edu/transcript

FULL NAME: _____

Today's Date (mm/dd/yy): _____

(ALL prior names): _____

Date(s) attended (approximate): _____

Date of Birth (mm/dd/yy): _____

Utica College ID# and/or SS#: _____

Student's current mailing address: _____

Your Telephone Number: _____

Where to send Transcript <i>Incomplete or insufficient address information will lead to delays in processing time.</i> <i>If sending to another college/university, be sure to include the name of the college/university.</i>		<input checked="" type="checkbox"/> Processing Instructions (check one):
Recipient Name: <i>(or College/University)</i>		<input type="checkbox"/> Send with regular processing <i>(3-7 Days; up to 10 days during peak times)</i>
Street Address 1: <i>(or Department)</i>		<input type="checkbox"/> Send an unofficial Fax Fax Number: _____
Street Address 2:		<input type="checkbox"/> HOLD for Pick-up (ID required)
Street Address 3:		
City, State, ZIP:		

Number of Transcripts to send to this recipient:

SIGNATURE OF STUDENT: _____

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

PROBLEM	HOW TO RESOLVE
<input type="checkbox"/> We cannot locate your records under the name provided	Contact the Registrar's Office at (315) 792-3393
<input type="checkbox"/> We cannot release because you have a financial hold	Contact Student Financial Services at (315) 792-3179
<input type="checkbox"/> We have no record that you have paid the Lifetime Transcript Fee	Either submit proof that the Lifetime Transcript Fee was paid or submit the request through the electronic request form.
<input type="checkbox"/> We cannot release because you have not signed the form	Sign and return the form
Date Mailed/Picked up: _____	