



For Office Use Only
Payment amount _____

Transcript Request Form

IMPORTANT INFORMATION

- **Transcripts cannot be released without your *handwritten* signature.**
- Transcripts include all coursework taken at SUNY Empire, both at the undergraduate and graduate level.
- Official transcripts opened prior to being delivered to a third party might not be considered official.
- Transcripts are processed in the order in which they are received.
- The fee for an official transcripts is **\$10 per copy**.

Please print clearly or type

Student 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

Total number of transcripts _____

- Check if you wish to send a degree plan. *For concurred and/or awarded undergraduate degrees only.*

PAYMENT OPTIONS

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

Signature _____ Date _____

Transcript will not be released without your *handwritten* signature

Send ____ number of transcripts to the following physical address: _____ _____ _____

Send ____ number of transcripts to the following physical address: _____ _____ _____

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

Attach additional pages (for more recipients) if needed.