



Transcript Request Form

Part 1 – Student Information

Name _____
Last Name First Name Prior Name(s) (if any) _____ Date _____

ID or Soc Sec No _____ Phone _____ Email _____ Signature _____

Part 2 – Please Check ALL that Apply

**If requesting an Official Transcript, payment is required for processing. Make check or money order payable to Adelphi University.*

Official Transcript (\$10.00 each)
Quantity _____

Hold for Grades _____
Semester

Attended Prior to Fall 1977

Attended through the NYSUT Program _____
Year

Student Copy (no charge)

Hold for Degree Notation

Degree Date

Attended through the
Long Island High School (LHS) Program _____
Year

Part 3 – Transcript Information

Picking Up Transcript
No Address needed Below

Mail Transcript to Address Below

Address

**If mailing to multiple addresses, please use a separate form for each address.*

An official transcript is one that bears the seal of the University and an authorized signature. It can be sent directly from the Registrar to another institution, agency or individual at the written request of the student, or it can be mailed or given directly to the student in a sealed envelope. Transcripts can be released to parents or a third party, as long as the student gives them written authorization (form online) and proof of identity must be shown.

Registrar Use Only:
 Date Processed _____ Initials _____