



# Transcript Request Form

## Part 1 – Student Information

Name \_\_\_\_\_ Prior Name(s) (if any) \_\_\_\_\_ Date \_\_\_\_\_  
Last Name First Name  
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.*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Official Transcript (\$10.00 each)<br>Quantity _____ | <input type="checkbox"/> Hold for Grades _____<br>Semester                | <input type="checkbox"/> Attended Prior to Fall 1977   |
| <input type="checkbox"/> Student Copy (no charge)                             | <input type="checkbox"/> Hold for Degree Notation<br>_____<br>Degree Date | <input type="checkbox"/> Attended through the NYSUT Program _____<br>Year                            |
|   |   | <input type="checkbox"/> Attended through the<br>Long Island High School (LHS) Program _____<br>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 and proof of identity must be shown.

### Registrar Use Only:

Date Processed \_\_\_\_\_ Initials \_\_\_\_\_