

Office of the Registrar
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Web: www.purchase.edu/registrar

Transcript Request Form

Complete a separate request form for each address. Transcripts from other institutions cannot be duplicated; contact those institutions directly. Requests will be fulfilled within 5-7 business days. *Please use blue or black ink.*

Last Name, First Name _____ Previous Name _____

Street Address _____ Student ID _____

City, State, Zip _____ Date of Birth _____

Phone # _____ Email Address _____

Signature: _____ (required)

Please check all that apply:

<p>Transcript Level:</p> <p><input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Both</p>		
<p>Status:</p> <p><input type="checkbox"/> I'm currently enrolled in a degree program</p> <p><input type="checkbox"/> I'm sending to another SUNY institution</p> <p><input type="checkbox"/> I'm a Visiting Student</p> <p><input type="checkbox"/> I'm Withdrawn</p> <p><input type="checkbox"/> I graduated from Purchase in _____</p> <p><input type="checkbox"/> I studied abroad</p> <p><input type="checkbox"/> I attended prior to Spring 1992</p>	<p>Handling Instructions:</p> <p><input type="checkbox"/> Send now</p> <p><input type="checkbox"/> Wait for this semester's grade(s)</p> <p><input type="checkbox"/> Wait for degree to be posted</p> <p>No. of copies (up to 5): _____</p> <p>Deadline: _____</p>	<p>Transcript Type:</p> <p><input type="checkbox"/> Official to Institution</p> <p><input type="checkbox"/> Official to Student</p> <p><input type="checkbox"/> Unofficial Transcript</p>

Hold for pick-up.

Please note: Transcripts will be held for pick-up in the Registrar's Office for no more than **four weeks**.

Mail to (full address required):
