

Alfred University

TRANSCRIPT REQUEST

Office of the Registrar (607) 871-2123
Student Service Center (607) 871-2347 (fax)
Alfred University
One Saxon Drive
Alfred, NY 14802-1205 E-mail: registrar@alfred.edu

Today's Date _____

Your Full Name:

Name While Attending AU (if different from above):

Current Permanent Address:

Phone or Email Contact Information:

AU ID# or SSN _____ Date of Birth _____

I authorize the release of my transcript to the recipient listed.

(Signature - REQUIRED)

Reason for Transcript Request:

- Certification/Licensure
- Employment
- Graduate School Admission
- Law School Admissions
- Scholarship/Grant/Fellowship
- Self
- Self-Managed Admission Package
- Transfer
- Other

Please Note: Use this request form only for an official paper transcript. To request an official electronic transcript, visit our [Transcript Request](#) web page and order your transcript online.

Send Transcript to:

(Enter the complete mailing address OR "will pick up" if you plan to pick up your transcript in person.)

Number of copies to this address: _____

Are you currently enrolled? Yes No

If NOT currently enrolled, Mo/Yr of Graduation or approximate dates of attendance:

When Should We Send Your Transcript?

- Send my transcript now
- Hold my transcript until grades for the current term are posted
- Hold my transcript until my degree is conferred in _____ (Mo/Year)

Directions/Information:

- Submit a separate transcript request for each unique address
- If you have a "hold" on your account that prevents the release of a transcript, your request will not be processed. The transcript request will be cancelled if the hold is not removed within 30 days.
- Transcripts show all work completed at Alfred University
- Transcripts from other institutions cannot be copied or distributed.
- Please allow 2 to 3 working days to process your request; up to 5 days near the beginning and end of each semester.

Paper transcripts sent by first-class US Mail are provided free of charge as a service to students and alumni. If express service is requested (we use FedEx) a \$20 fee must be paid at the time the transcript is requested.

OFFICE USE ONLY
Date transcript sent: