

Alfred University

TRANSCRIPT REQUEST

Office of the Registrar (607) 871-2123
Student Service Center (607) 871-2347 (fax)
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

SSN is optional when AU ID# is not known. If SSN is provided, please do not e-mail the completed form to us. Send by fax or US Mail only.)

I authorize the release of my complete academic transcript to the recipient indicated below.

(Signature - REQUIRED)

Send Transcript to:

(Mailing Address OR, for Official Electronic Transcript, Email 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:

Type of Transcript Requested:

Paper and electronic transcripts are sent free of charge as a service to students and alumni. Paper transcripts are sent by first-class US Mail, unless a prepaid Fedex or other express label/envelope or account number is provided at the time the order is placed.

- Official paper transcript
- Official electronic transcript
(If you attended AU prior to August 1973, electronic transcript delivery is not available.)

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 --If the hold is not removed within 30 days the transcript order is cancelled
- Your signature is **required** for us to release a copy of your transcript
- 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

OFFICE USE ONLY
Date transcript sent: