

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

Please Note: This request form is to be used only by current students for an official paper transcript. Former students looking for transcripts or those who wish to request an official electronic transcript, visit our [Transcript Request](http://www.alfred.edu/registrar) web page (www.alfred.edu/registrar) and order your transcript online.

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

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: _____

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
- 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.

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: