



Academic Transcript Request

Transcripts will not be furnished to any individual who has a financial obligation to the College. As of July 5, 2016 there is **no charge** for official or unofficial transcripts. Emailed or faxed transcripts are unofficial. Processing time, for all requests, is three to five business days. Hand written signature is required for the release.

Print this screen and mail or fax or e-mail to:

The Office of the Registrar
Elmira College
One Park Place
Elmira, NY 14901

Fax #: (607) 735-1759
Email: registrar@elmira.edu

Date _____ SSN _____ Date of Birth _____

Name _____
Last First Previous Name(s)

Address _____

City, State, Zip _____

Telephone _____
Home or Cell (circle) Work Dates of Attendance

Please Check:

- Official Transcripts # requested
- Unofficial Transcripts # requested
- Emailed *or* Faxed only (unofficial) (*circle one*)
- Hold for *current grades or degree* (*circle one*)

Registrar Office use only	Business Office use only
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Please send transcript to:

Name _____

Address _____

City, State, Zip _____

Fax Number or E-Mail _____
(Required Only if Faxing or E-mailing Transcript)

Student (*hand written*) Signature _____
(Authorizing Issuance of Transcript)