



# Academic Transcript Request

Registrar's Office  
Keuka Park, NY 14478  
Phone: 315-279-5204  
Fax: 315-279-5294

## Student Information

### Student Name & Address:

Name
Street / PO Box
City State Zip

Former Name (if applicable):	
Date of Birth:	
Daytime Phone:	
Email Address:	
Enrollment: <input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Years Attended: _____	Program: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Master's
Social Security Number:	

- Purpose of transcript:  Scholarship  Graduate School  
 Transfer  Other  
 Summer Study

### STUDENT SIGNATURE REQUIRED:

Date:
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## Payment Method:

- Cash  
 Check or Money Order (U.S. funds) made payable to KEUKA COLLEGE

### Cost per Transcript:

- Mailed within US & Canada: \$5 (US) processing fee per transcript that must be included with your request.
- Mailed to International Location: \$30 (US) processing fee per transcript that must be included with your request. Global Express Mail service tracks the mailing and delivers within 3-5 business days.
- Costs are subject to change without notice.

## Instructions:

- Completed forms **must be signed by the student** and mailed or faxed to the Registrar's Office.
- E-mailed requests will not be accepted.
- REQUESTS THAT ARE NOT SIGNED CANNOT BE PROCESSED.**
- Please submit a separate request for each recipient.
- Transcripts will not be processed without the appropriate payment.**
- NO WALK-IN REQUESTS.** Two (2) business days required for processing (delays may occur during peak times and holidays).
- Keuka College reserves the right to withhold all transcript requests until all outstanding obligations have been satisfied.

## Mail Transcript to:

The box below will serve as the actual mailing label, and you are responsible for providing a correct and legible address.

Dept / Attn:
Name / College
Street
City State Zip

When do you want this transcript to be sent? <input type="checkbox"/> Now <input type="checkbox"/> After posting grades/activities for the current term <input type="checkbox"/> After my degree has been posted
Type of Transcript: <input type="checkbox"/> Official <input type="checkbox"/> Unofficial
How many transcripts are you requesting be sent to this address?