Paper Transcript Request Form

For students who have paid the Lifetime Transcript Fee *or* For obtaining employment at Utica College

Complete all sections. Return by mail, fax, in person, or via email.

Utica College Office of the Registrar

1600 Burrstone Rd., Utica NY 13502

Telephone: 315-792-3195 Fax: 315-792-3020

PLEASE SELECT ONE:	
I have paid the Lifetime Transcript Fee	
(Prior payment of fee will be verified. If we have no record that you have paid the fee, we will return the form to you with instructions on how to order.)	
I am sending this transcript to Utica College Human Resources for employment at Utica College.	
If neither of these statements are true, you must submit the online request form, available at www.utica.edu/transcript	
FULL NAME:	Today's Date (mm/dd/yy):
(<u>ALL</u> prior names):	Date(s) attended (approximate):
Date of Birth (mm/dd/yy):	Utica College ID# and/or SS#:
Student's current mailing address:	
Your Telephone Number:	
Where to send Transcript	
Incomplete or insufficient address information will lead to delays in p	processing time. Processing Instructions (check one):
If sending to another college/university, be sure to include the name	<u> </u>
Recipient Name:	Send with regular processing (3.7 Days, up to 10 days during peak times)
(or College/University) Street Address 1:	(3-7 Days; up to 10 days during peak times) Send an unofficial Fax
(or Department)	Fax Number:
Street Address 2:	☐ HOLD for Pick-up (ID required)
Street Address 3:	
City, State, ZIP:	
Number of Transcripts to send to this recipient:	
SIGNATURE OF STUDENT:	
Federal regulations (FERPA) prohibit release of a student's records without his/her express written consent.	
SUBMIT COMPLETED FORM:	1. If any financial obligations to the College are not satisfied, the request
Utica College Office of the Registrar	form will be returned to the student at the address listed above.
1600 Burrstone Road	2. Please allow a <i>minimum</i> of 3-7 business days for normal processing time. During peak times, it could take up to 10 business days.
Utica, NY 13502-4857	3. Utica College is not responsible for postal/delivery times.
Fax: (315) 792-3020	4. Transcripts requested on this form cannot be sent
e-mail: registrar@utica.edu	electronically (e-mailed). If you wish to send a transcript
to e-mail a request, you must complete the form, sign it by	electronically, you must complete the online form and pay the
hand (we do not accept electronic signatures), then scan the document and attach to e-mail message.	\$4.00 processing fee.
document and attach to e-man message.	5. We strongly suggest calling after faxing a request to confirm receipt.
DDODIEM	6. Faxed transcripts are automatically UNOFFICIAL.
PROBLEM 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	HOW TO RESOLVE
☐ We cannot locate your records under the name provided	Contact the Registrar's Office at (315) 792-3393
☐ We cannot release because you have a financial hold☐ We have no record that you have paid the Lifetime	Contact Student Financial Services at (315) 792-3179 Fither submit proof that the Lifetime Transcript Fee was paid or submit the
Transcript Fee	Either submit proof that the Lifetime Transcript Fee was paid or submit the request through the electronic request form.
☐ We cannot release because you have not signed the form	Sign and return the form
Date Mailed/Picked up:	