Transcript Request Form

Part 1 – Student Information
Name _____________________________ Prior Name(s) (if any) _____________________________ Date ____________

ID or Social Security Number ___________________________ Phone Number ________________________ Signature __________________________

Part 2 – Please Check ALL that Apply
*If requesting an Official Transcript, payment is required for processing. Make check or money order payable to Adelphi University.

☐ Official Transcript ($10.00 each) ☐ Hold for Grades ☐ Attended Prior to Fall 1977

□ Quantity _____

☐ Student Copy (no charge) ☐ Hold for Degree Notation ☐ Took Classes through the NYSUT Program

☐ Took Classes through the Long Island High School (LHS) Program

☐ Degree Date

Part 3 – Transcript Information
☐ Picking Up Transcript ☐ Mail Transcript to Address Below

*No Address needed Below*

Address
*If mailing to multiple addresses, please use a separate form for each address.

________________________________________________________

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University Policy

An official transcript is one that bears the seal of the University and an authorized signature. It can be sent directly from the Registrar to another institution, agency or individual at the written request of the student, or it can be mailed or given directly to the student in a sealed envelope. Transcripts can be released to parents or a third party, as long as the student gives them written authorization (form online) and proof of identity must be shown. Transcripts will not be issued for students who have failed to meet their financial obligations to the University.

Registrar Use Only:
Date Processed ________________    Initials ____________