

# TRANSCRIPT REQUEST FORM

ALL transcripts are processed in the **order received** - Processing time is 3-5 business days after receipt

Name and Address: (Please Print Clearly)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Check to update Permanent Address in our database.
- Check to update Phone number/Email in our database.

**Undergraduate** Coursework Only  
 **Graduate** Coursework Only  
 **Combined** Grad/Undergrad Work  


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 Official     Unofficial  
    \_\_\_\_\_ Number of Transcripts  


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 Send **NOW**  
 Hold for **GRADES**  
 Hold for **DEGREE**

SLU ID#: \_\_\_\_\_ OR Last 4 of SSN: \_\_\_\_\_ (Do not write full SSN)

**\*Email Address:** \_\_\_\_\_ **\*Daytime Telephone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
\*(these may be used to contact you regarding the status of your transcript)

Date of Birth: \_\_\_\_\_ Class Year: \_\_\_\_\_ Years of Attendance: \_\_\_\_\_ - \_\_\_\_\_

Maiden/Former Name(s): \_\_\_\_\_

Purpose of Transcript Request: \_\_\_\_\_

Student's Legal Signature (**Required**): \_\_\_\_\_

Date: \_\_\_\_\_

**FEDEX (optional):** To deliver via Fed Ex, please provide your Fed Ex account number (NOT credit card number).

- Fed Ex delivery speeds delivery time, **not** processing time. All requests are processed in the order received.
- Call (800) GOFEDEx or logon to www.fedex.com to create an account.
- **Fed Ex Transcript Requests MUST have a valid daytime phone number included.**
- **Fed Ex will not deliver to a post office box.**
- Transcripts shipped STANDARD OVERNIGHT, unless otherwise specified

**Fed Ex Account #:** \_\_\_\_\_ **Addressee Daytime Telephone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**THERE IS NO CHARGE for transcripts.**

You can mail this request to the address above or fax it to 315-229-7424. Depending on the Academic Calendar, normal processing time is three to five business days after receipt. Requests for five or more transcripts may take longer.

NOTE: THIS PORTION WILL BE DETACHED FOR MAILING YOUR TRANSCRIPT(S)

- **Please write legibly.**
- **FULLY complete one form for EACH recipient.**
- **Transcripts will NOT be emailed.**

PICK UP in Registrar's Office

MAIL to SMC # \_\_\_\_\_

Special Instructions:  
\_\_\_\_\_

Mail To:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_