

REQUEST FOR OFFICIAL TRANSCRIPT OF ACADEMIC RECORD

SUNY Ulster
 Ulster County Community College
 Stone Ridge, NY 12484

Office of the Registrar
 845: 687-5075

Student's Name:
Student's Current Address:

Today's Date: _____

When Do You Want the Transcript Sent?
 Now
 OR
 End of Semester: Fall Spring Winter

Summer Session: 1st 2nd

Are You Currently Enrolled At U.C.C.C.?
 Yes No

Maiden Name at College, If Applicable: _____

Is this address your: Legal Residence Mailing Temporary Residence

Telephone () _____

E-Mail Address: _____

Please Fill in your Student ID or SS#																			
Your Signature																			

REGISTRAR'S OFFICE USE:

ID No Holds Initials _____

Processed Date _____

NOTES:

STUDENT ACCOUNTS OFFICE USE:

Processed Date _____

Initials _____

Print in the Area below the Name and/or Office
 and Address Where You Want the Transcript Sent: (Be Sure To Include Zip Code)

1.	# of copies _____
2.	# of copies _____
3.	# of copies _____

- Checklist: Please be sure to include:
- There is an ***\$8** fee for each official transcript requested.
NOTE: Veterans with proof of honorable release or discharge from active duty are eligible to have the official transcript fee of \$8 waived. Please submit a copy of the "DD 214" if you qualify.
 - Provide a complete address for the recipient
Please include the total amount, in the form of a check or MO payable to SUNY Ulster.
 - A copy of a picture ID.
 - Your e-mail and telephone # with your request.
 - Sign the request.
- FYI We do not accept requests for official or unofficial transcripts over the phone.
- *Transcript policy/fee subject to change without notice

NOTE: Email is not a secure way to transmit sensitive information. SUNY Ulster will only accept mailed or in-person transcript requests if the student chooses not to use the online transcript request process

SUNY Ulster
 Registrar's Office
 491 Cottekill Road
 Stone Ridge, NY 12484