REQUEST FOR TRANSCRIPT
Office of the Registrar
Rensselaer Polytechnic Institute
110 8th St.
Troy, NY 12180-3590
Email: registrar@rpi.edu

Student ID #: __________________ OR Date of Birth: __________

Name: ____________________________________________
(LAST)  (FIRST) (MI)

Phone #: __________________

Dates

Your Signature: ______________________________________

Email address: ______________________________________

TRANSCRIPT TYPE

☐ OFFICIAL TRANSCRIPT: All transcripts will be addressed to the agency for which they are ordered, and mailed by either this office, or by the student.
   ——— Process immediately ——— Include attached form
   ——— Send after my degree is posted at end of current semester
   ——— Send after current semester grades and ranks are posted

☐ UNOFFICIAL TRANSCRIPTS: Quantity _______ (Student may request up to 10
   ——— Process immediately Faculty unofficial transcripts per term)
   ——— Send after my degree is posted at end of current term
   ——— Send after current semester grades and ranks are posted

DELIVERY METHOD

☐ CHECK HERE IF YOU WISH TO SEND YOUR TRANSCRIPT VIA EMAIL TO A UNIVERSITY REGISTRAR OR ADMISSION OFFICE**

☐ EMAIL/MAIL TRANSCRIPT TO: (Please Print Clearly)
   ____________________________________________
   ____________________________________________
   ____________________________________________

PLEASE NOTE: ** Due to strict COVID-19 and social distancing protocol, we are making an exception, until further notice, that allows for transcripts to be sent via email but ONLY to University Admissions or University Registrar's Offices.