REQUEST FOR TRANSCRIPT
Office of the Registrar
Rensselaer Polytechnic Institute
110 8th St.
Troy, NY 12180-3590
Phone: 518-276-6231  FAX: 518-276-6180  Email: registrar@rpi.edu

- PLEASE ALLOW 1-2 BUSINESS DAYS FOR PROCESSING REQUESTS
- ALL FINANCIAL OBLIGATIONS TO RENSSELAER MUST BE RECONCILED BEFORE TRANSCRIPTS WILL BE RELEASED

Student ID #: __________ - ________ - __________  Date: _____________________

Name: ____________________________________________  Phone #:___________________
(LAST) (FIRST) (MI)

Your Signature: ____________________________________  Attended: _________________

Email address: _____________________________________  RPI (mo/yr-mo/yr)

TRANSCRIPT TYPE

☐ OFFICIAL TRANSCRIPT: Students may request one official transcript for personal use per semester. All other 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
unofficial transcripts per term)

   _______ Process immediately

   _______ 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 WILL PICK UP THE TRANSCRIPTS.

☐ MAIL TRANSCRIPT TO: (Please Print Clearly)


PLEASE NOTE: TRANSCRIPTS MAY NOT BE FAXED OR EMAILED TO ANY DESTINATION