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

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