No charge
for this service

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

Office use only (Rev 6/08)
Name: _____
Date sent:_____

- **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: _____ **Dates Attended:** _____
RPI (mo/yr-mo/yr)

Email address: _____

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