INSTITUTE CLOSING INFORMATION


“PROCESS IMMEDIATELY” TRANSCRIPTS REQUESTED BY 4:30PM ON DECEMBER 19th WILL BE MAILED ON DECEMBER 20th.

“PROCESS IMMEDIATELY” REQUESTS MADE ON OR AFTER DECEMBER 20th, WILL BE PROCESSED AND MAILED DURING THE FIRST TWO WEEKS OF JANUARY 2020.

“HOLD FOR GRADE” TRANSCRIPT REQUESTS WILL BE PROCESSED AFTER SUBMISSION OF ALL GRADES IS CONFIRMED AND ACADEMIC STANDING IS COMPLETE (ESTIMATE IS THE WEEK OF JANUARY 6th).

“HOLD FOR DEGREE” TRANSCRIPT REQUESTS SHOULD BE PRINTED THE WEEK OF JANUARY 20th, AFTER DEGREE RECORDS ARE UPDATED.
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 #: ________ - ________ - ________

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.

☐ UNOFFICIAL TRANSCRIPTS: Quantity ________ (Student may request up to 10 unofficial transcripts per term)

DELIVERY METHOD

☐ CHECK HERE IF YOU WILL PICK UP THE TRANSCRIPTS.

☐ MAIL TRANSCRIPT TO:  (Please Print Clearly)

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