INSTITUTE CLOSING INFORMATION

RENSSELAER OFFICES WILL CLOSE
AT THE END OF BUSINESS ON DECEMBER 23, 2015
AND WILL REOPEN ON JANUARY 4, 2016.

“PROCESS IMMEDIATELY” TRANSCRIPTS REQUESTED BY 4:30PM ON
DECEMBER 22 WILL BE MAILED ON DECEMBER 23.

“PROCESS IMMEDIATELY” REQUESTS
MADE AFTER DECEMBER 22 WILL BE PROCESSED AND
MAILED THE FIRST WEEK IN JANUARY, 2015.

“HOLD FOR GRADE” TRANSCRIPT REQUESTS
WILL BE PROCESSED AFTER SUBMISSION OF ALL GRADES IS
CONFIRMED AND DEANS LIST AND CLASS RANK PROCESSING IS
COMPLETE (ESTIMATE WEEK OF JANUARY 11TH).

“HOLD FOR DEGREE” TRANSCRIPT REQUESTS
SHOULD BE PRINTED THE WEEK OF JANUARY 11TH
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 #: _______ - _______ - _______
Date: ____________________________

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

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