

No charge  
for this service

**REQUEST FOR TRANSCRIPT**  
**Office of the Registrar**  
**Rensselaer Polytechnic Institute**  
**110 8th St.**  
**Troy, NY 12180-3590**

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

Phone: 518-276-6231    FAX: 518-276-6180    Email: [registrar@rpi.edu](mailto: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: \_\_\_\_\_  
(LAST) (FIRST) (MI)

Phone #: \_\_\_\_\_

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**