INSTITUTE CLOSING INFORMATION

RENSSELAER OFFICES WILL CLOSE AT THE END OF BUSINESS ON DECEMBER 21, 2018 AND WILL REOPEN ON JANUARY 2, 2019.

“PROCESS IMMEDIATELY” TRANSCRIPTS REQUESTED BY 4:30PM ON DECEMBER 20 WILL BE MAILED ON DECEMBER 21.

“PROCESS IMMEDIATELY” REQUESTS MADE AFTER DECEMBER 22 WILL BE PROCESSED AND MAILED EARLY-MID JANUARY, 2019.

“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 14TH).

“HOLD FOR DEGREE” TRANSCRIPT REQUESTS SHOULD BE PRINTED THE WEEK OF JANUARY 14TH 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

• PLEASE ALLOW 1-2 BUSINESS DAYS FOR PROCESSING REQUESTS
• ALL FINANCIAL OBLIGATIONS TO RENSSELAER MUST BE RECONCILED BEFORE TRANSCRIPTS WILL BE RELEASED

Student ID #: _______ - _______ - _______
Name: __________________________________________ (LAST) (FIRST) (MI) Phone #: __________________
Date: __________________________

Your Signature: __________________________
Attended: __________________________
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.

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