

INSTITUTE CLOSING INFORMATION

RENSSELAER OFFICES WILL CLOSE
AT THE END OF BUSINESS ON DECEMBER 23, 2020
AND WILL REOPEN ON JANUARY 4, 2021.

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

“PROCESS IMMEDIATELY” REQUESTS MADE AFTER DECEMBER 23
WILL BE PROCESSED AND MAILED EARLY-MID JANUARY 2021.

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

“HOLD FOR DEGREE” TRANSCRIPT REQUESTS SHOULD BE PRINTED
THE WEEK OF JANUARY 19TH AFTER DEGREE RECORDS ARE
UPDATED.

No charge
for this service

REQUEST FOR TRANSCRIPT
Office of the Registrar
Rensselaer Polytechnic Institute
110 8th St.
Troy, NY 12180-3590
Email: registrar@rpi.edu

Office use only (Rev 10/20)
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**
- **WE ARE NOT ABLE TO PROVIDE TRANSCRIPTS OLDER THAN 1981 AT THIS TIME – WE APOLOGIZE FOR THIS INCONVENIENCE**

Student ID #: _____ OR Date of Birth: _____ Date: _____

Name: _____ Phone #: _____
(LAST) (FIRST) (MI)

Your Signature: _____ Dates
Attended: _____
RPI (mo/yr-mo/yr)

Email address: _____

TRANSCRIPT TYPE

OFFICIAL TRANSCRIPT: All 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 are posted

UNOFFICIAL TRANSCRIPTS: Quantity _____ (Student may request up to 10

- _____ Process immediately **unofficial transcripts per term)**
- _____ Send after my degree is posted at end of current term
- _____ Send after current semester grades are posted

DELIVERY METHOD

CHECK HERE IF YOU WISH TO SEND YOUR TRANSCRIPT VIA EMAIL TO A UNIVERSITY REGISTRAR OR ADMISSION OFFICE**

EMAIL/MAIL TRANSCRIPT TO: (Please Print Clearly)

PLEASE NOTE: ** Due to strict COVID-19 and social distancing protocol, we are making an exception, until further notice, that allows for transcripts to be sent via email but ONLY to University Admissions or University Registrar's Offices.