

**OFFICIAL**

# TRANSCRIPT REQUEST

**UNOFFICIAL**

Office of the Registrar, Union Graduate College, 80 Nott Terrace, Schenectady, NY 12308 (Fax: 518.631.9901)

Effective spring 2006 – there is no fee for transcripts. Official transcripts with College seal and authorized signature are not issued to the individual. An "unofficial" copy may be ordered for personal use\*. A transcript cannot be made available if a hold has been placed on a record for financial obligations to the College.

**PLEASE PRINT CLEARLY**

**Your Phone:** \_\_\_\_\_ **Your Email:** \_\_\_\_\_

**TO THE RECIPIENT:**

The enclosed transcript is transmitted as requested by the student. If this is an official transcript and you have no further use for this transcript, please destroy it or return it to us. **DO NOT GIVE TO THE STUDENT.** Public Law 90-247 as amended, requires that the information provided to you by the student shall not be released to any other party without the student's permission.

Student is responsible for printing legibly the full and correct address of the recipient in space below or on separate sheet if appropriate.

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Students **entering 2008** and after should obtain any **unofficial** transcripts through their Student Portal.  
([http://www.uniongraduatecollege.edu/pages/myugc/myugc\\_portal.asp](http://www.uniongraduatecollege.edu/pages/myugc/myugc_portal.asp))

Dates Attended: \_\_\_\_\_

Program \_\_\_\_\_ Degree Date \_\_\_\_\_

ID/SS#: \_\_\_\_\_

Students Name: \_\_\_\_\_

Maiden name(if applicable) \_\_\_\_\_

Signature: \_\_\_\_\_

# of Copies to Recipient: \_\_\_\_\_

- Check One:**
- Send Immediately
  - Send at end of term:
  - Send after degree is posted:
  - Other: (explain on back):

**For Office Use Only**

Date Sent: \_\_\_\_\_

Processed by (initials): \_\_\_\_\_