

Farmingdale State College

State University of New York

OFFICIAL TRANSCRIPT REQUEST FORM

For office Use Only: sbr

Name _____ Maiden Name (if any) _____

Social Security No. _____ Birth Date _____

Dates of Enrollment _____

Address _____

Telephone No. _____

I authorize Farmingdale State to release my official transcripts as indicated below:

Signature

SEE REVERSE FOR IMPORTANT INFORMATION AND INSTRUCTIONS

1 _____

2 _____

3 _____

4 _____

note-- please allow 5 business days for processing of official transcripts; processing time will be extended up to 2 weeks during busy periods



We do not hold transcript requests for any reason! If you are waiting for grades, grade changes or posting of your degree, do not submit your request until your academic record is updated.



OFFICE OF THE REGISTRAR

Transcript requests may be submitted to **Farmingdale State College, Office of the Registrar- Laffin 225, 2350 Broadhollow Road, Farmingdale NY 11735-1021**; you may also use the after-hours dropbox adjacent to the office entrance. Your request must contain all information on the reverse side of this form.

Transcript Fees

1. Requests for up to five (5) transcripts are free of charge.
2. All transcript requests OVER five (5) cost \$5.00 each
3. Re-sends cost \$5.00 each

The Office of the Registrar is unable to process any requests for transcripts by those students with a financial obligation to the college. Please ensure that you have cleared any “holds” prior to submitting your request to avoid delays. The request will be mailed back to you if there is a “hold”.

Official transcript requests are done in chronological order; busy periods require extended processing time. You are responsible for following up with the school or organization where the transcript was sent.

Thank you for your cooperation. Questions may be directed to the Office of the Registrar, telephone 631-420-2776. If you wish to fax your request, you may do so at 631-420-2275.