

**OFFICIAL TRANSCRIPT REQUEST FORM**

Your request must contain *all* information and signature.

Student Data	
Name _____	Maiden Name (if any) _____
RAM Number _____	Date of Birth _____
-or- Social Security Number <u>XXX</u> - <u>XX</u> - _____	Home Phone _____
Permanent (Current) Mailing Address _____ _____	Cell Phone _____

Did you partake in a Study Abroad program while at Farmingdale State College?  Yes  No

I authorize Farmingdale State College to release my Official Transcripts to the addresses below:

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Today's Date*

Please note: Transcripts may only be sent to: (1) Student's Permanent Mailing Address (2) College/University (3) Official Place of Business

Please Indicate COMPLETE Mailing Address in the Spaces Below

<i>Mail to:</i>	<i>Mail to:</i>

<i>Mail to:</i>	<i>Mail to:</i>

**Please Allow 5 Business days for processing. Processing time will be extended up to 2 weeks during busy periods.**

**\*\*\*We do not Hold transcript request 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. \*\*\***

## OFFICIAL TRANSCRIPT REQUEST FORM

Office of the Registrar  
Farmingdale State College  
2350 Broadhollow Rd  
Farmingdale NY 11735  
(631) 420-2776 (phone)  
(631) 420-2275 (fax)

### *Form Instructions*

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

*Sample Address:*

Farmingdale State College ( <i>College name</i> )
Attn: Office of the Registrar ( <i>Attention; Department</i> )
Laffin Hall, Room 225 ( <i>Room/ Suite</i> )
2350 Broadhollow Road ( <i>Street Address</i> )
Farmingdale, NY 11735 ( <i>City, State, Zip</i> )

### *Transcript Fees:*

1. Transcript Requests for (5) and under are free of charge.
2. All Transcript requests OVER (5) per request form 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 transcript requests to avoid delay. The request will be mailed back to you if there is a "hold" on your record.

Official Transcripts requests are processed 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, at (631) 420-2776.*

*If you wish to fax your request, you may do so at (631) 420-2275.*