

PLEASE PRINT CLEARLY.

SIN, SS#, OR ID# \_\_\_\_\_

Your Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Number and Street Apt # City State Zip

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ / \_\_\_\_\_  
(HOME) (CELL)

Dates of Attendance: \_\_\_\_\_ **If you attended under another name, please indicate:** \_\_\_\_\_

**TYPE OF TRANSCRIPT REQUESTED:** Please check one:

- OFFICIAL TRANSCRIPT – to be sent directly to an institution or place of business.
- SEALED OFFICIAL TRANSCRIPT – to be sent to the student in a sealed envelope.
- UNOFFICIAL TRANSCRIPT – for personal use.

**CURRENT STUDENTS ONLY:** Check here if transcript is to be held for any of the following:

- Hold for current semester grades
- Hold for change of grade in \_\_\_\_\_
- Hold for degree conferral

**PAYMENT IS DUE AT THE TIME OF REQUEST.** Transcripts cannot be sent for any student whose financial obligations to the college have not been met. Transcripts will be released in approximately 3 to 5 business days from the time the request is received in Daemen's Registrar's Office. However, allow a longer processing time during peak periods and if transcripts are to be held for specific information checked above.

Number of copies to be sent to this address: \_\_\_\_\_

Please forward transcript to: (PLEASE PRINT, USE INK)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STUDENT'S SIGNATURE**

(TRANSCRIPT CANNOT BE RELEASED WITHOUT YOUR SIGNATURE.)

Date

**REGISTRATION OFFICE USE ONLY**

\_\_\_\_\_  
DATE COMPLETED

\_\_\_\_\_  
COMPLETED BY

**STUDENT ACCOUNTS OFFICE USE ONLY**

\_\_\_\_\_  
DATE COMPLETED

\_\_\_\_\_  
COMPLETED BY

**SEE PAGE 2 FOR PAYMENT INFORMATION**

Payment Information

Please choose one:  Cash       Check/Money Order       Credit Card

Amount \_\_\_\_\_ Check or Money Order Number \_\_\_\_\_

Name on card \_\_\_\_\_

Billing Address \_\_\_\_\_

of Card holder                      Number and Street                      City                      State                      Zip

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Security Code (3 digit number on back of card) \_\_\_\_\_

**WE ACCEPT VISA, MASTERCARD, DISCOVER AND AMERICAN EXPRESS**