

REQUEST FOR OFFICIAL TRANSCRIPT ONLY

Please complete all information requested below and submit along with payment: by fax to 631-244-3252; or, by mail to: Dowling College, Office of the Registrar, 150 Idle Hour Blvd., Oakdale, NY 11769.
IF YOU ARE HAVING SOMEONE OTHER THAN YOURSELF PICK UP YOUR TRANSCRIPT, YOU MUST GIVE THEM WRITTEN AUTHORIZATION. THE PERSON PICKING UP THE TRANSCRIPT WILL NEED TO SHOW PHOTO IDENTIFICATION.

THE ENCLOSED TRANSCRIPT IS SENT TO YOU AT THE REQUEST OF:

LAST NAME FIRST NAME MIDDLE
ADDRESS APT. #
CITY STATE ZIP
() ()
HOME PHONE NUMBER BUSINESS PHONE NUMBER
STUDENT IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER
STUDENT'S SIGNATURE DATE

INDICATE ACADEMIC LEVEL

- Undergraduate
- Graduate
- Professional Diploma / Advanced Certificate
- Doctoral

DATES ATTENDED

 Graduated
DEGREE AND YEAR
NAME WHILE IN ATTENDANCE, IF DIFFERENT

- PLEASE HOLD FOR CURRENT SEMESTER FINAL GRADES.
- PLEASE HOLD UNTIL DEGREE IS POSTED.
- PLEASE SEND _____ COPIES TO THE ADDRESS GIVEN BELOW.

MAIL OFFICIAL TRANSCRIPT TO: PRINT LABEL WITH ZIP

PLEASE
PRINT
WITHIN
THIS
BOX

OFFICE USE ONLY
REQUESTED: IN PERSON BY MAIL
FEE: \$ _____ INITIAL _____
DATE SENT: _____ INITIAL _____

REV. 8-2013

REQUESTS MUST BE RECEIVED AT LEAST TWO WEEKS BEFORE TRANSCRIPT IS NEEDED.

This request cannot be honored until your obligations (if any) to the college have been met.

- I have enclosed my check, made payable to Dowling College, indicating my ID# on the face of the check in the amount of \$_____. (Please be advised that check payments will be electronically debited from your account in the amount of the check.)
- I authorize Dowling College to bill my credit card:
 AmEx Discover MasterCard Visa in the amount of \$_____.
- Account No: _____ Expiration Date: _____
- Verification Code: _____ (This is the last 3 digits on the back of your Visa or MasterCard, or 4 digits on the front of your AmEx.)
- Print Student's Name: _____ Student's ID Number: _____
- Print Cardholder's Name: _____ Cardholder's Signature: _____