



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Rose Hill Campus | 441 East Fordham Road | Bronx, NY 10458 | 718-817-1000
Lincoln Center Campus | 113 West 60th Street | New York, NY 10023 | 718-817-1000

Submit Transcript Request to:
-Fax #: 718-817-2685
-Email: acadrecords@fordham.edu
-Mail: Use Rose Hill Campus address at left

*** Legacy Students are those who completed any portion of their studies at the University prior to 1990, or at Marymount College prior to Fall 2002.**

Transcript Request Form: Legacy Students*/Manual Requests ONLY

REGULATIONS GOVERNING TRANSCRIPTS OF RECORD

Note: Please Contact School of Law for all Law transcripts.

1. There is no charge for providing a Fordham University transcript. While normal processing will be free of charge, there will be a special service charge of \$35 (effective 7/1/2020), payable by check or cash for processing that requires 24-hour service ("Next-Day requests") *Next-Day requests must be received prior to 3:00 PM and will be sent via Express mail. **Please select a delivery option below.**
2. Requests will be honored as quickly as possible (generally 3 to 5 business days) in the order the request is received; however, during busy periods such as examinations, commencement, registration, etc., there may be some delay. Therefore, transcripts should be requested well in advance.
3. Legacy transcripts are available only as a hard copy. They can only be mailed and cannot be sent electronically by e-mail or fax.
4. **Neither Official nor Unofficial Transcripts may be released if you have a financial obligation to the University.**

Student ID: _____ DOB: (MM) ____ (DD) ____

Name: _____
(First Name) (Middle Name) (Last Name) (Suffix)

Home Address: _____
(Number, Street, Apt #) (City and State) (Zip Code)

Daytime Phone #: _____ Email: _____

If you attended Fordham under a different name, please indicate your former name BELOW:

Former Name: _____
(First Name) (Middle Name) (Last Name) (Suffix)

Approximate Dates of Attendance: _____

Check type of transcript and indicate number of transcript(s) desired:

- **OFFICIAL** transcripts are sent to a college, university, a State or Federal agency, etc. Official transcripts will not be sent directly to a student except when the student provides the name of the institution requesting the transcript. Transcript will be given to student in a sealed envelope with Registrar's signature across the back. If the envelope is opened by the student, the transcript will no longer be official and/or valid.
- **UNOFFICIAL** transcripts, for a student's personal or general use, do not bear the official seal of the University and may be sent directly to the student.

OFFICIAL COPY UNOFFICIAL COPY Quantity of Transcripts: _____

Date Degree(s) Awarded, if any: _____

School(s) Attended (check all that apply or write name of school):

- | | | |
|---|--|---|
| <input type="checkbox"/> Bensalem | <input type="checkbox"/> Graduate Arts and Sciences | <input type="checkbox"/> Marymount Weekend College (prior to Fall 2002) |
| <input type="checkbox"/> Fordham College- Lincoln Center | <input type="checkbox"/> Graduate Education | <input type="checkbox"/> Marymount Women's College (prior to Fall 2002) |
| <input type="checkbox"/> Fordham College- Rose Hill | <input type="checkbox"/> Graduate Religious Ed | <input type="checkbox"/> Thomas Moore College |
| <input type="checkbox"/> Gabelli School of Business (CBA-Undergrad) | <input type="checkbox"/> Graduate Social Service | <input type="checkbox"/> Summer Session |
| <input type="checkbox"/> Gabelli School of Business (GSB-Graduate) | <input type="checkbox"/> Pharmacy | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> General Studies / Ignatius College | <input type="checkbox"/> Professional and Continuing Studies (Liberal Studies) | |

Signature: _____ **Date:** _____

PRINT PLAINLY below, the name and address of the person, agency or institution you wish to receive this transcript, along with any additional information. For your protection, transcripts cannot be emailed or faxed, as they contain sensitive information, and such delivery methods may not be secure.

Delivery Options: (please select)
Normal processing time is typically 3-5 business days.
____ Normal Processing - Ground Mail
***\$35 service charge with Next-Day request (includes Express Mail fee)**
____ Next-Day Processing* - Express Mail