



# ADELPHI UNIVERSITY®

OFFICE OF THE UNIVERSITY REGISTRAR

## Transcript Request Form

### Part 1 – Student Information

Name \_\_\_\_\_  
Last Name First Name Prior Name(s) (if any) Date \_\_\_\_\_

ID or Social Security Number \_\_\_\_\_ Phone Number \_\_\_\_\_ Signature \_\_\_\_\_

### Part 2 – Please Check ALL that Apply

*\*If requesting an Official Transcript, payment is required for processing. Make check or money order payable to Adelphi University.*

Official Transcript (\$10.00 each)  
Quantity \_\_\_\_\_

Hold for Grades  
\_\_\_\_\_ Semester

Attended Prior to Fall 1977

Student Copy (no charge)

Hold for Degree Notation  
\_\_\_\_\_ Degree Date

Took Classes through the NYSUT Program \_\_\_\_\_  
Year or Semester

Took Classes through the Long Island High School (LHS) Program \_\_\_\_\_  
Year

### Part 3 – Transcript Information

Picking Up Transcript  
*\*No Address needed Below\**

Mail Transcript to Address Below

#### Address

*\*If mailing to multiple addresses, please use a separate form for each address.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### University Policy

An official transcript is one that bears the seal of the University and an authorized signature. It can be sent directly from the Registrar to another institution, agency or individual at the written request of the student, or it can be mailed or given directly to the student in a sealed envelope. Transcripts can be released to parents or a third party, as long as the student gives them written authorization (form online) and proof of identity must be shown. **Transcripts will not be issued for students who have failed to meet their financial obligations to the University.**

#### Registrar Use Only:

Date Processed \_\_\_\_\_ Initials \_\_\_\_\_