

Please complete the fields, print the form, sign and date it at the bottom, and send it by mail or fax. Fax requests receive the same priority as requests received by mail on the same day. Transcript requests are processed in the order in which they are received.

We do not charge for transcripts.

Address:
Syracuse University
Transcript Office,
109 Steele Hall
Syracuse, NY 13244-1120

Please keep in mind that our office hours are 8:30 a.m. to 5:00 p.m. E.S.T. during the school year and 8:00 a.m. to 4:30 p.m. E.S.T. during the summer. If you have more than three destinations, please use an additional form.

Fax number: (315) 443-7994
Phone: (315) 443-2422

Current name	Any and all prior names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Please check for accuracy. Incorrect ID#s could cause a delay in processing.		
SSN <input type="text"/>	SUID <input type="text"/>	Approximate dates of attendance <input type="text"/>
College of enrollment <input type="text"/>	Reason for requesting transcript <input type="text"/>	All degrees earned and the dates of those degrees <input type="text"/>

Need OVERNIGHT delivery? Overnight services are available at your expense. You must provide us with a UPS or US Postal Service overnight prepaid shipping label.

If electronic delivery (by secure email) is selected, enter the email address of the recipient in addition to the name and mailing address. We do not send transcripts out by fax.

Your Contact Info
Please write legibly. Include your phone number and/or email address in the event of an emergency.

Phone E-mail

Mailing address

Destination 1 Name and address - required

Send out by:
 Standard Mail # of copies
 E-mail to:

Destination 2 Name and address - required

Send out by:
 Standard Mail # of copies
 E-mail to:

Destination 3 Name and address - required

Send out by:
 Standard Mail # of copies
 E-mail to:

Any special handling: forms that must be included, need for sealed envelopes, etc.

Deadlines? ASAP is not a deadline. Be specific. (ex. mm/dd/yyyy) Please plan accordingly. Requests cannot be held while waiting for grades/degrees.

Signature and Date (Signature must be that of the student/alumni.)

**THIS REQUEST WILL NOT BE PROCESSED WITHOUT YOUR SIGNATURE.
IF UNSIGNED, THE FORM WILL BE RETURNED TO YOU.**