

# NIAGARA UNIVERSITY

Records Office, PO Box 1914, Niagara University, NY 14109-1914  
 Phone: 716-286-8730 Fax: 716-286-8733 Email : records@niagara.edu

## TRANSCRIPT REQUEST

Name: \_\_\_\_\_  
Last First Middle Initial Maiden Name

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_  
City State Zip

Student Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**TRANSCRIPTS NEEDED:**

Undergraduate \_\_\_\_\_ Number of Copies \_\_\_\_\_ Official Copy \_\_\_\_\_ Student Copy \_\_\_\_\_  
 Graduate \_\_\_\_\_ Number of Copies \_\_\_\_\_ Official Copy \_\_\_\_\_ Student Copy \_\_\_\_\_

Currently Enrolled Student	Inactive Status (former student)
<input type="radio"/> Process Immediately  <input type="radio"/> Process After Current Semester Grades  <input type="radio"/> Process After Graduation	Date Last Attended: Semester: _____ Year: _____  <input type="radio"/> Received an Undergraduate Degree  <input type="radio"/> Received a Graduate Degree  <input type="radio"/> High School (NU-Step Courses)

**REASON FOR TRANSCRIPT REQUEST:**

Employment     Financial Aid     Graduate School     Study Abroad  
 Scholarship     Transferring     Personal     Other

**SIGNATURE REQUIRED:**

I hereby authorize Niagara University to release my transcript with my personal information, by fax or by mail, as per my request(s) on this form and release them from any liability involved with doing so.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **I WILL PICK UP MY TRANSCRIPTS (Photo ID will be required at that time)**  
 (\*\*someone from the office will call you when they are ready to be picked up)

**MAIL or FAX TRANSCRIPT(s) TO:** (faxed transcripts are not considered official transcripts)

	<b>FOR OFFICE USE ONLY</b>
	Date received
	Date sent
	Fee paid                  Billed

**PRE-PAYMENT OF TRANSCRIPT FEE:**

There is a **\$5.00 (non-refundable) prepaid fee** for each transcript requested. (If you have both an Undergraduate and a Graduate transcript, it is considered one transcript and is only \$5 for the pair.) Payment can be in cash, check or money order payable to Niagara University or a credit card number (Discover, MC or Visa) and expiration number. **Pre-payment is required prior to processing.**

Credit Card # : \_\_\_\_\_ EXP \_\_\_\_\_ / \_\_\_\_\_ 09/16/09