

Official Academic Transcript Request



An official SUNY Cortland transcript is the official documented and verified record of your academic history. This includes all courses, grades, and degrees awarded from SUNY Cortland. A request for an official transcript must be made in writing and cannot be processed without your signature. You may also order transcripts online. Please go to <http://cortland.edu/registrar> and click "Transcripts and Records" to order online.

Transcripts are sent via U.S. Mail. There is no payment required for transcript printing and sending when using this standard paper method. Effective in Fall 2008, transcript costs and mailing are paid by the transcript fee portion of the college tuition bill.

Please PRINT clearly and legibly in the fields below to avoid delays in processing and shipping.

Current Name: _____ Cortland ID (C-Number): _____
If your Cortland ID is unknown, do NOT provide your SSN.

Previous Name (If Applicable): _____ Date of Birth: _____
DOB is used to locate records only when the Cortland ID is not provided.

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (_____) _____ E-Mail Address: _____

NOTE: If your legal name or address has changed, you must also complete the *Personal Data Change Form* to update your record.

Recipient # 1	Number of Copies: _____	Recipient # 2	Number of Copies: _____
Name/Company/Institution		Name/Company/Institution	
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
City	State	City	State
Zip/Postal Code		Zip/Postal Code	
Recipient # 3	Number of Copies: _____	Recipient # 4	Number of Copies: _____
Name/Company/Institution		Name/Company/Institution	
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
City	State	City	State
Zip/Postal Code		Zip/Postal Code	

Did you attend Cortland prior to 1985? Yes No **Check Required Course Levels** Undergraduate Graduate Abroad Only

Mailing Instructions: As soon as possible Hold for current term grades Hold for degree conferral

Expedited Shipping: Expedited shipping is available using the online ordering process only. Please go to <http://cortland.edu/registrar> and click "Transcripts and Records" to order online.

Authorization: I hereby authorize the release of my SUNY Cortland transcript in accord with the Family Rights and Privacy Act (FERPA: The Buckley Amendment) as amended.

Student Signature: _____ **Date:** _____

Registrar's Use Only: Cleared Processed By: _____ Date: _____