

UTICA SCHOOL OF COMMERCE
OFFICIAL TRANSCRIPT REQUEST FORM

Please fill in the following information:

<i>Name (as it appears on transcript):</i>	
<i>Current name now if different:</i>	
<i>Current Address:</i> <i>(STREET, CITY, STATE, ZIP)</i>	
<i>Social Security Number:</i>	<i>Date of Birth:</i>
<i>Phone Number:</i>	<i>Date(s) Attended:</i>

Signature: _____ *Date:* _____

Check which institution you attended: *USC* *CCBI*

Would you like an unofficial transcript mailed to you: *Yes* *No*

INSTRUCTIONS

- ❖ *Please print clearly.*
- ❖ *Complete a separate request for each transcript needed.*
- ❖ *Fill out all requested data. This will help expedite your request.*
- ❖ *Enclose \$5.00 for each official transcript requested.*
- ❖ *NO transcript will be issued without the enclosed \$5.00.*
- ❖ *Allow at least two weeks for processing and postal delivery time.*
- ❖ *No transcript will be released to a student or alumnus whose financial obligation to the college has not been satisfied and/or who is in default of a student loan.*

Print the Name and Address of the College/Business where transcript is to be sent:

<i>College/Business:</i>		
<i>Attention:</i>		
<i>Street Address:</i>		
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>

