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Transcript Request Form

Send this completed form to the Office of the Registrar.

Your complete Name and Address (Please Print or Type):

Form with five horizontal lines for name and address.

Transcript to be sent to:

Form with five horizontal lines for transcript recipient information.

An official transcript (bearing the college seal) must be sent directly to the school, firm or agency designated in the space at the bottom of this form. An official transcript may only be given to a student in a sealed envelope. Other transcripts issued to a student will be marked "STUDENT COPY." Effective July 1, 2001 there are no longer any fees for transcripts.

COMPLETE EACH OF THE FOLLOWING ITEMS: (Please print or type, except where noted.)

- I. Dates of Attendance: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ or [ ] Present
II. Did you graduate from Stevens? [ ] NO [ ] YES If yes, \_\_\_/\_\_\_ and \_\_\_
III. Number of copies of your [ ] Official or [ ] Unofficial [ ] Undergraduate and/or [ ] Graduate transcript to send to the address at the bottom? \_\_\_
IV. If currently attending, send transcript [ ] now or [ ] after my most recent grades are entered on my record.

STUDENT SIGNATURE / DATE

STUDENT IDENTIFICATION NUMBER - - / DATE OF BIRTH

DAYTIME TELEPHONE NUMBER AND/OR EMAIL ADDRESS

DATE ISSUED (FOR REGISTRAR'S USE ONLY)