



# TRANSCRIPT REQUEST

In order to receive any official transcripts: 1) All accounts must be current with Nyack College / ATS. 2) Any required exit loan counseling must be completed. 3) Payment for official transcripts must be made. 4) A request with a handwritten signature must be received.

\*\*\*\*\*Official transcripts can only be mailed or picked up in person. Unofficial transcripts may also be faxed or emailed.\*\*\*\*\*

Current Name \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN - \_\_\_\_\_ Student ID# \_\_\_\_\_  
(at least last 4 digits or student ID#)

Previous name (if any) \_\_\_\_\_ Contact number \_\_\_\_\_  H  C  W

Current Address \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ **\*\*SIGNATURE** \_\_\_\_\_

(HANDWRITTEN ONLY - NO E-SIGNATURES!)

**A) PLEASE CHECK ALL THAT APPLY (if not checked, will be "as is")**

- |  |   |
|--|---|
| <input type="checkbox"/> send transcript "as is"       | <b>Attended:</b>                              |
| <input type="checkbox"/> hold for semester grades      | <input type="checkbox"/> undergraduate        |
| <input type="checkbox"/> hold for grad date and degree | <input type="checkbox"/> graduate             |
|  | <input type="checkbox"/> before 1994          |
|  | <input type="checkbox"/> Pinebrook Jr College |

**SEND REQUEST FORM TO:**  
**ATTN: Transcript Request** Fax (845) 353-1297  
 Nyack College  
 1 South Blvd.  
 Nyack, NY 10960 Phone (845) 675-4732  
 E-mail [Transcripts@Nyack.edu](mailto:Transcripts@Nyack.edu)

**B) PAYMENT INFORMATION** (please check all that apply for this request)

Unless otherwise stated transcripts go by USPS regular mail. Transcript business day changes at 2:00 EST.

**REGULAR** = leaves office in up to 5-7 business days. **RUSH** = leaves office in up to 1-2 business days.

**OFFICIAL TRANSCRIPTS**

- REGULAR:** \$5 first copy/ ea additional copy +\$1
- RUSH:** \$15 first copy/ ea additional copy +\$1
- FED EX RUSH:** [NO PO BOX DELIVERY]
- [Sent by "next business afternoon" Fed Ex]
- In USA: \$40 for 1<sup>st</sup> address/ ea additional address by Fed Ex +\$25. Each additional copy to same address +\$1
- Contact the office for international rates.*

**UNOFFICIAL TRANSCRIPTS**

(No cost by mail, email, or by fax)

- REGULAR**
- RUSH**

We accept: cash, money orders and checks made to "Nyack College", Visa, Master Card, and Discover. To pay with credit/ debit go online to a link near the bottom of [www.nyack.edu/transcripts](http://www.nyack.edu/transcripts) or pay by phone by calling 845-875-4729 and leave the information on voicemail.

*Office Use Only*

Pd (AMT = \_\_\_\_\_)

Cash  Ck # \_\_\_\_\_

MO  Credit/ debit

SFS \_\_\_\_\_ EXITS \_\_\_\_\_

SENT \_\_\_\_\_

**C) WHERE TO SEND TRANSCRIPTS:** Include the; 1) number of official and/or unofficial transcripts 2) addresses to send them to - please include name/ department with apartment/ suite numbers, if applicable 3) fax number or e-mail address with a name or dept (unofficial only)

1) \_\_\_\_\_ # Official \_\_\_\_\_ # Unofficial      2) \_\_\_\_\_ # Official \_\_\_\_\_ # Unofficial
