



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" | Attended: |
| <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

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 1st 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 or pay by phone by calling 845-675-4729 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
