



Office of the Registrar ■ Transcript Request Form

■ **Must be Completed by Student** *Unofficial transcripts will be sent to the address below, please print*

Name of Student _____
Street Address _____
City _____ State _____ ZIP _____
Home Telephone _____ Work Telephone _____ Cell Telephone _____
Date of Birth _____ Student ID or SSN _____
Graduation Date _____ Dates of Attendance _____

■ **Please Check:**

Hold for Grades Hold for Degree Mail Pick Up *Photo ID is required for pick up*
 Undergraduate Graduate NYCOM Ellis College of NYIT
 Official Quantity _____ *NYIT and Ellis College of NYIT students: If you are requesting official transcripts to be sent directly to you, please indicate the school or company to which it is being submitted. The transcript will be placed in a sealed envelope to be opened by the addressee only. If opened by other than the addressee, the transcript will no longer be considered official.*
NYCOM students: You may not request an official transcript to be sent directly to you. You must indicate the school or company to which it is being submitted.
 Unofficial Quantity _____ *An unofficial transcript is ordered for personal use and will be sent to the student's address above*

■ **If Official Send to:** *For multiple transcripts please provide the names and addresses on a separate sheet of paper if needed*

Name of School or Company _____
Street Address _____
City _____ State _____ ZIP _____

■ **Date of Request** _____ **Student's Signature** _____

Date Sent _____ *For office use only*

■ **Payment Method:** *Transcript Fee \$10.00 each. Do not send cash in the mail. No personal checks accepted.*

Cash Certified Check/Bank Check/Money Order payable to New York Institute of Technology
 Visa MasterCard Discover American Express

Cardholder's Name _____
Card Number _____
Expiration Date _____ Card Verification Code* _____
Authorized Signature _____

***What is the Card Verification Code?**
Visa, MasterCard, and Discover:
The 3-digit code printed in the signature area on the back of the card after the credit card account number
American Express:
The 4-digit code printed on the face of the card above the credit card account number

■ **Mail, fax, or e-mail completed and signed form to the Office of the Registrar on your campus:** *Ellis College of NYIT students: send request to the Old Westbury campus*

Old Westbury
New York Institute of Technology
Office of the Registrar
Northern Boulevard
Old Westbury, NY 11568-8000
Fax: 516.686.1074
registrar@nyit.edu

Manhattan
New York Institute of Technology
Office of the Registrar
16 W. 61st Street
New York, NY 10023-7692
Fax: 212.261.1608
registrar@nyit.edu

New York College of Osteopathic Medicine
Office of the Registrar
Serota Academic Center, Room 222
Northern Boulevard
Old Westbury, NY 11568-8000
Fax: 516.686.3891
nycomregistrar@nyit.edu