

# The Sage Colleges Transcript Request

### This Transcript is sent at the request of:

Name \_\_\_\_\_  
Current Address \_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_  
SS # (optional) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_ # of Copies \_\_\_\_\_  
(\$5.00 per copy)

Former Name(s) \_\_\_\_\_  
This request relates to my attendance at (check all that apply)  
 Russell Sage College  
 Sage College of Albany (formally JCA and SEC)  
 Sage Graduate School  
Approx. Dates of Attendance \_\_\_\_\_  
 Do not send my transcript until grades for the  
\_\_\_\_\_/\_\_\_\_ term have been included.  
 Send my transcript now.  
 Hold my transcript for degree conferral in Mo. \_\_ Yr. \_\_

**Send Transcript to:**  
**Note: Please Allow 5-7 Working Days for Processing**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Policy Governing Issuance of Transcripts**

1. A transcript will be issued only upon written request.
2. Transcripts are held until all accounts with The Sage Colleges have been paid, including transcript fees.
3. Transcripts issued directly to students are stamped accordingly and are not usually considered to be official by other schools or agencies.
4. Failure to include all information may result in a delay in processing.

\*\*\*\*\*  
FOR OFFICE USE ONLY:  
Amt Paid \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_  
Transcript(s) Mailed: Date \_\_\_\_\_ Initials \_\_\_\_\_

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