



# Transcript Request Form

Office of the Registrar  
 140 New Scotland Avenue  
 Albany, NY 12208  
 Fax: 518-292-7701  
 Email: registrar@sage.edu

Please Note the Following:

- **WE CANNOT FAX OR EMAIL OFFICIAL OR UNOFFICIAL TRANSCRIPTS**
- All financial obligations must be satisfied before transcript is released.
- Failure to include all information may result in a delay in processing.
- Students with undergraduate and graduate courses receive both transcripts for one fee.
- Please indicate the CORRECT address(es), name(s) of person(s), or apartment number where the transcript is to be delivered. The Sage Colleges, Office of Student Services takes no responsibility for incorrect mailing information.

Student ID# or Last 4 digits of SSN		Former Name(s)	
Name (Last, First, M.I.)		Date of Birth (MM/DD/YYYY)	
Address	City	State	Zip Code
E-mail Address	Telephone Number		
Student Signature ( <i>Handwritten Required – Electronic Signature not acceptable</i> )		Date	

**Transcript Type needed:**    **Official**    **Unofficial**

**Pick –up**   Number of copies \_\_\_\_\_

**Approximate Dates of Attendance:** \_\_\_\_\_

Albany Campus    Troy Campus  
 (Transcripts will not be released without proper photo identification)

- Attended Prior to 1985
- Russell Sage College    Sage Junior College of Albany
- Sage College of Albany    Sage Evening College
- Sage After Work    Sage Graduate School
- VESI Student    School of Professional & Continuing Education

**Send transcript(s) to:**

<i>Recipient 1:</i>
Number of copies to this address:

<i>Recipient 2:</i>
Number of copies to this address:

**Transcript Processing Services:**

- Process Now: 5 - 7 business days
- RUSH: 1 - 3 business days
- Hold for Current Semester Grades: \_\_\_\_ / \_\_\_\_
- Hold for Degree Conferral: \_\_\_\_ / \_\_\_\_

Transcript Processing & Shipping Fees (within the United States):	Cost
Transcript Fee: \$5.00 per copy	\$
<b>ADD</b> Rush Fee: \$35.00 (includes overnight shipping)	\$
First Class Mail – No charge	\$0.00
<b>ADD</b> USPS Priority Mail - \$9.75 per envelope	\$
<b>ADD</b> USPS Express Mail - \$23.75 per envelope	\$
<b>Grand Total:</b>	\$

**Method of Payment:**    Cash    Check (Payable to The Sage Colleges)  
 Money Order    American Express    Discover    MasterCard    Visa

**Card Number:** \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_   Security Code: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

**Office Use:**

ARAI: \_\_\_\_\_   PERC: \_\_\_\_\_  
 Total Copies Requested: \_\_\_\_\_  
 Received: \$ \_\_\_\_\_  
 Sent: \_\_\_\_/\_\_\_\_/\_\_\_\_