



ACADEMIC RECORD TRANSCRIPT REQUEST

STUDENT ACHIEVEMENT SERVICES | OFFICE OF THE REGISTRAR

Potsdam Campus: Box 5575, Potsdam, NY 13699-5575 | (315) 268-6451

Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308 | (518) 631-9835

Union Graduate College alumni with records prior to July 17, 2003 should contact Union College for transcripts.

Clarkson University has partnered with Parchment to order and send electronic transcript securely. You can also order hard-copy transcripts online through Parchment. *Current students, and recent alumni that are within one year of graduation, who prefer not to order through parchment, please fill out this form entirely and return to:

Student Achievement Services · 10 Clarkson Avenue - Box 5575 · Potsdam, NY 13699-5575

Or (Fax) 315-268-6452

Or sas@clarkson.edu

Student Information

Current Full Name or Former Name (if applicable)

Student ID Number or Social Security Number* Program/Major (recommended)

Phone Number (required) Email Address Years of Attendance (ex: 2001-2005)

Check here if you are requesting a Union Graduate College transcript

Transcript Delivery Options & Service Fees

Delivery Method

Table with 2 columns: Delivery Method and Service Fee. Includes options like In-office pick-up, Standard mail, Priority mail, and Priority Express mail with their respective fees.

*Total number of transcripts requested: (limit 5 per form request)

*Priority and Priority Express available for domestic mail only. Please contact SAS if you need rush service to an international address.

Attn: Address: (with lines for input)

- Hold for current term grades
Hold for degree certification
Other:

Release Authorization

The Family Educational Rights & Privacy Act of 1974, Public Law 93-380, Section 483 requires the written consent of the student before any information, other than directory, can be released. By my signature on this form, I am requesting that Clarkson University furnish an academic transcript to the recipient listed.

Student Signature (typed names are not accepted) Date

Payment Method for Rush Service

Form for payment method including checkboxes for Cash or Check, Credit Card, and fields for Card Number, CVV, Exp (mm/yy), Signature, and Date.

*We strongly recommend that you do not send sensitive personal information (such as social security number) via email. For secure electronic ordering, please use Parchment.

