



# TRANSCRIPT REQUEST FORM

ATTN: Transcript Request  
Office of the Institutional Registrar  
Nyack College  
350 North Highland Avenue  
Nyack, NY 10960  
Fax (845) 348-3918  
Phone (845) 675-4732  
E-mail Transcripts@Nyack.edu

(Please print.) [**\*\* Required Information!**]

Student ID# \_\_\_\_\_

**\*\*Name:** \_\_\_\_\_

**\*\*Name as student:** \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**\*\*Home Phone:** \_\_\_\_\_  
E-mail: \_\_\_\_\_

SSN: \_\_\_\_ -- \_\_\_\_ -- \*\* **\*\*Birth date:** \_\_\_\_\_

Daytime contact / cell number: \_\_\_\_\_

**STATUS:**

\_\_\_\_ (STILL in) \_\_\_\_ (NOT in) attendance  
\_\_\_\_ Graduated \_\_\_\_ (month/yr)

**Nyack program(s) from which transcript(s) should be issued:**

\_\_\_\_ Traditional Undergrad      \_\_\_\_ MSOL  
\_\_\_\_ ADCP / SADE / OM      \_\_\_\_ MBA  
\_\_\_\_ ATS (Seminary)      \_\_\_\_ MSEd  
\_\_\_\_ AGSC (MA Counseling)      \_\_\_\_ Pinebrook Jr College

**HOLD OPTIONS:** (If not checked, transcripts will be sent "as is")

\_\_\_\_ Send transcript(s) as it is currently  
\_\_\_\_ Hold for current semester grades  
\_\_\_\_ Hold until grad date and degree are put on transcript

Approx. Dates Attended: \_\_\_\_\_

**SENDING INFORMATION:** (can FAX unofficial only) We cannot e-mail any transcripts.

1) \_\_\_\_ # of Official (mail only)      \_\_\_\_ # of Unofficial  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_ # of Official (mail only)      \_\_\_\_ # of Unofficial  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*HANDWRITTEN SIGNATURE (required!):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PAYMENT OPTIONS for THIS transcript order:**

- \_\_\_\_ Regular UNOFFICIAL (leaves office/ faxed in 5-7 business days.) No cost by regular mail or fax.
- \_\_\_\_ UNOFFICIAL needed in RUSH time (leaves office/ faxed in 1-2 business days). No cost by regular mail or fax.
- \_\_\_\_ Regular official (leaves office in 5-7 business days by regular mail or picked up\*\*\*) \$5.00 1<sup>st</sup> copy/ each additional + \$1.00
- \_\_\_\_ RUSH official (leaves office in 1-2 business days by regular mail or in person at office) \$15.00 1<sup>st</sup> copy/ each additional +\$1.00
- \_\_\_\_ RUSH w/FedEx (leaves office in 1-2 business days by FedEx "next business day") in USA \$40.00 for 1<sup>st</sup> address / each additional address +\$25.00 / each additional copy to same address +\$1.00

*Accounts must be current with Business Office and Perkins loans, and exit loan counseling, if applicable, must be completed for OFFICIAL transcripts. Requests will not be processed if required payment is not included. Contact Student Financial Services for instructions how to complete the test(s).*

We accept cash, money orders, checks made to "Nyack College", or credit/ debit information  
(We accept Visa, Master Card and Discover).

**DO NOT E-MAIL OR FAX CREDIT/ DEBIT INFORMATION! IT IS NOT SECURE!**

Make an online payment at [https://www.Nyack.edu/pay/TRANSCRIPT\\_FEE](https://www.Nyack.edu/pay/TRANSCRIPT_FEE) or call 845-675-4729 to leave the following information on voice mail (spelled name of student whom transcript is for with their birthdate, spelled name as it appears on the card, card number, expiration date, and CID – the 3-digit security code on the back of the card, and amount).

Office Use Only:      Perkins Loans: \_\_\_\_\_      SFS account: \_\_\_\_\_      Holds: \_\_\_\_\_      Date Sent: \_\_\_\_\_

\*\*\*Please leave an approximate date & time you wish to pick up transcripts. Please call x4732 or e-mail to see if they are ready for pick-up before coming.