



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

No transcript will be prepared for anyone whose financial obligations to the University have not been met.

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

Student Information

Current Full Name 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

Student Administrative Services issues official Clarkson University academic transcripts in paper copy. Official eTranscripts can be requested through Parchment, and current students can view their unofficial academic transcript through myCU. More information and ordering instructions for eTranscripts can be found on our website.

Table with 3 columns: Delivery Method, Service Fee, and additional notes. Rows include In-office pick-up, Standard mail, Priority mail, and Priority Express mail.

Total number of transcripts requested: (limit 5) Total fee (due now):

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

Attn: Address: 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

Cash or Check (enclosed) Credit Card\* Type: MasterCard Visa Discover Card Number CVV Exp (mm/yy) Signature (credit cards only) Date

Return form to: Potsdam Campus: 10 Clarkson Avenue - Box 5575, Potsdam, NY 13699-5575 | (Fax) 315-268-6452 | sas@clarkson.edu Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308 | (Fax) 315-268-2321 | crctranscripts@clarkson.edu

\*We strongly recommend that you do not send sensitive personal information (such as social security number) via email. For secure electronic submission, please use https://filedrop.clarkson.edu and send to the email address associated with your campus