

# TRANSCRIPT REQUEST FORM

STUDENT NAME \_\_\_\_\_

COLLEGE NAME \_\_\_\_\_

COLLEGE ADDRESS \_\_\_\_\_

DATE RECEIVED IN GUIDANCE \_\_\_\_\_ INTENDED MAJOR \_\_\_\_\_

IF APPLYING TO A COLLEGE ONLINE, THE COUNSELING CENTER WILL SUBMIT YOUR OFFICIAL TRANSCRIPT; THE STUDENT IS RESPONSIBLE FOR SENDING ALL OTHER SUPPORTING DOCUMENTATION TO THE COLLEGE. PLEASE CHECK ONE:

\_\_\_\_\_ APPLIED ONLINE USING THE COMMON APPLICATION

\_\_\_\_\_ APPLIED ONLINE USING THE SUNY APPLICATION

\_\_\_\_\_ APPLIED ONLINE DIRECTLY TO THE COLLEGE/UNIVERSITY

IF APPLYING TO A COLLEGE USING A PAPER APPLICATION, PLEASE LET THE COUNSELING CENTER KNOW WHAT DOCUMENTATION YOU WANT SENT WITH YOUR TRANSCRIPT:

SEND TRANSCRIPT WITH:

\_\_\_\_\_ COMPLETED COLLEGE APPLICATION

\_\_\_\_\_ COUNSELOR/HIGH SCHOOL FORM

\_\_\_\_\_ ESSAY – WRITING SAMPLE

\_\_\_\_\_ LETTERS OF RECOMMENDATION FROM THE FOLLOWING INDIVIDUALS:

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

\_\_\_\_\_ RESUME

\_\_\_\_\_ PAYMENT (CIRCLE ONE) CHECK INCLUDED, FEE WAIVER, CREDIT CARD  
INFO PROVIDED ONLINE OR APPLICATION

\_\_\_\_\_ COMPLETED SCHOLARSHIP APPLICATION

\_\_\_\_\_ CURRENT GRADES

\_\_\_\_\_ MIDYEAR GRADES

\_\_\_\_\_ OTHER \_\_\_\_\_

## OFFICE USE ONLY

TRANSCRIPT SENT VIA: \_\_\_\_\_ MAIL  
\_\_\_\_\_ SUNY APPLICATION MANAGER  
\_\_\_\_\_ COMMON APPLICATION

DATE SENT: \_\_\_\_\_