

# TRANSCRIPT REQUEST FORM

Requests can be made online when using a Credit Card through myOswego  
or at [www.oswego.edu/transcript](http://www.oswego.edu/transcript)

Student ID or SS# \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Former Name(s): \_\_\_\_\_

(If applicable)

Daytime phone: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Current Email: \_\_\_\_\_

If not a current student,  
last year attended: \_\_\_\_\_

Hold for current semester grades  Yes  No

Apostille  Yes  No

If you are going overseas and need an official  
transcript notarized.

By signing I authorize release of my academic  
transcript.

Signature Required

SEND TRANSCRIPT TO: (please print)

Issue to: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Number of copies to this address:

X \$5.00 = \_\_\_\_\_  
Total enclosed

Instructions:

- Use a separate transcript request form for each recipient
- \$5.00 fee for each copy of the Official Transcript Checks payable to "SUNY OSWEGO" (No cash accepted through mail.)

- Signature required

-Mail Request Form to:  
SUNY OSWEGO  
Registrar's Office  
301 Culkin Hall  
Oswego, NY 13126

Information:

- Transcripts include all undergraduate and graduate course work
- Transcripts will not be mailed if you have any outstanding obligations to the college
- Name on transcript will be the name on student records. Please submit separate documentation if you would like to request a name change, i.e. a copy of marriage license, new SS card, divorce decree or court order.
- Transcripts cannot be sent electronically.

Upon receipt requests are processed  
within 2 to 3 business days.

DID YOU?

- Sign Form
- Include check payable to "SUNY OSWEGO"

TRANSCRIPT QUESTIONS: (315) 312-2136