|  |
| --- |
| **The Office of College and University Evaluation of the New York State Education Department is currently fulfilling transcript requests for ASA College students (current and former). Processing time for these requests takes an average of 14 business days depending on the volume of requests.** |
| Submission Instructions:   1. Complete this request form in its entirety. ***NOTE: Incomplete forms will be returned.*** 2. Signed transcript request forms can be submitted either as a hard copy via mail or as an electronic copy via email.  ***NOTE: Completed transcript request forms will only be accepted if submitted in .PDF or .JPG formats. Forms submitted in any other format will be returned.*** |

|  |  |  |
| --- | --- | --- |
|  | Mailing address for hard copy submissions –   New York State Education Department   Office of College and University Evaluation  89 Washington Avenue, Room 960 EBA  Albany, NY 12234 | Email address for PDF submissions –   [OCUEINFO@nysed.gov](mailto:OCUEINFO@nysed.gov) |

***Please type or print all information:***

|  |  |  |
| --- | --- | --- |
| **Current Student Name:** | Mr.  Ms.  Mrs.  Miss |  |

|  |  |
| --- | --- |
| **Student Name at Time of Attendance:** |  |
| **Student ID Number:** |  |
| **Date of Birth:** |  |
| **Current Home Address:  (include *Street, Apt. #, City, State, Zip Code*)** |  |
| **E-mail Address:** |  |
| **Phone Number:** |  |

|  |  |
| --- | --- |
| **Title of Program:** |  |
| **Dates Attended:  (from and to)** |  |
| **Graduated?** | Yes  No |

**I authorize the New York State Education Department to forward my transcript, if available, to the following:**

|  |  |
| --- | --- |
| **Name of College/Company:** |  |
| **Name of Contact:** |  |
| **Mailing Address of Contact:** |  |
| **Email Address of Contact:** |  |
| **Check All That Apply:** | Send transcript by mail (hard copy)  Send transcript electronically (PDF copy sent attached to an email) |

|  |  |
| --- | --- |
| **Original Student Signature\*:** |  |
| **Date:** |  |

**\* *If an individual other than the student is filing this form, an original letter of authorization signed by the student is required due to the confidential nature of these records.***