

**Per the Family Education Rights and Privacy Act of 1974,
we cannot release transcripts without hand-written consent and signature from the student.**

PLEASE PRINT PERSONAL INFORMATION:

Current Last Name (& suffix, i.e. Jr., II) First Middle Date of Birth

Prior Last Name (& suffix) First Middle Colgate ID # or last 4 digits of SSN

*Note: NAME WHEN YOU ATTENDED/only if it's different than current name.

Email Address Phone Number

Status: In Progress Graduated Other Years of attendance at Colgate? _____
Degree Program: Bachelor's Master's

PLEASE INDICATE WHEN TO SEND:

- Send now** -- Typical processing time is 2-4 business days from date of receipt
- HOLD** for my current semester grades
- HOLD** until my degree is conferred

I understand that my official transcript will be delivered via the method I selected below and that any holds currently on my record will prevent the release of my transcript.

X _____
Student's Signature (Hand written signatures only) Date

PLEASE INDICATE DELIVERY METHOD:

--Please only put one option per form.

- Mail to recipient:**
 - *There is no fee for requesting a transcript.
 - *Print the complete name and mailing address clearly to the right.
 - *One copy will be mailed unless otherwise indicated.
 - *Attach a separate sheet if more than one recipient is requested.
 - *If transcript is not received, another signed request will be needed.
- Send electronic transcript via eSCRIP-SAFE™ to recipient:**
 - *Only for students who graduated in 1997 through currently enrolled.
 - *A complete email address is required. Delays will occur if not.
 - *Only one transcript will be sent to the email address provided.
 - *Attach a separate sheet if more than one recipient is requested.
 - *See the Registrar's web page for details regarding electronic transcripts.
- Express mail service to recipient:**
 - *There is a fee for express mail (see below for payment information)
 - \$30 per domestic address
 - \$70 per international address
 - *Only processed once payment is successfully completed.
 - *Print the complete name and mailing address clearly to the right.
 - *Only mailed using U.S.P.S. Priority Express Mail.
 - *The maximum amount per express mail envelope is 15 transcripts.
 - *If more than one recipient is being expressed mailed attach additional form.
 - *This service is NOT available for sending anywhere on Colgate campus.
 - *Express mail requires signature for delivery. We can waive the signature for home deliveries only. Please initial here to waive _____

RECIPIENT INFORMATION FOR SENDING:

- FOR MAILING:** Number of copies to recipient(s): _____
- Email confirmation when transcript has been mailed out
- Check here if you're attaching additional pages to this request
- Please send to my campus box _____
- Print complete name and address clearly here:

- FOR ELECTRONIC TRANSCRIPT via eSCRIP-SAFE™:**
Provide the email address below:

 Notification from eScrip-Safe when transcript has been viewed

FOR EXPRESS MAIL SERVICE ONLY:

You must pay online for the express mail option using Colgate's online payment system. The registrar's office will receive confirmation once your payment has been successfully completed. Your transcript request and online payment must be received before your transcript can be processed.

Please visit the Registrar's web page for payment system
www.colgate.edu/transcripts

REGISTRAR'S USE ONLY:

Revised: 3/2019 SR

Dated mailed: _____
FAH: _____ E: _____ C: _____