



RECORDS REQUEST FORM

Maria College, 700 New Scotland Avenue, Albany, NY 12208, Fax (518) 453-1366

STUDENT INFORMATION

Last name:		First:	Middle:
Birth date:	Social Security Number:	Home Phone Number:	Cell Phone Number:
Street address:			
City:		State:	ZIP Code:
E-Mail Address:			
Previous Names Used:		Dates Attended Maria College:	

RECORDS REQUESTED

Academic Transcript	<input type="checkbox"/>	Only official academic transcripts are issued. There is no charge for a transcript request.
End of Semester Grades	<input type="checkbox"/>	End of semester grades can only be requested for one semester at a time.
Enrollment Verification	<input type="checkbox"/>	The enrollment verification will indicate your program of study, enrolled credit hours, and full or part time enrollment status.

SEND RECORDS TO

Name or College		
Address		
City	State:	ZIP Code:

REQUIRED SIGNATURES

No records will be furnished to anyone whose financial obligations to the College have not been met.

Student Signature

Date