



Utica School of Commerce  
201 Bleecker St. Utica, NY 13501

### Transcript Request Form

Name (as it  
appears on  
transcript):

*Last* *First* *M.I.*

Current Name (If  
different from  
above):

\_\_\_\_\_

Current Address:

*Street Address* *Apartment/Unit #*

*City* *State* *ZIP Code*

Phone Number:

\_\_\_\_\_

Email:

\_\_\_\_\_

SSN:

\_\_\_\_\_

Birth Date: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Check which institution you attended: ☐ USC ☐ CCBI

Would you like an unofficial transcript mailed to you? ☐ YES ☐ NO

#### INSTRUCTIONS:

- **PLEASE PRINT CLEARLY**
- **COMPLETE A SEPARATE REQUEST FOR EACH TRANSCRIPT NEEDED**
- **ENCLOSE \$5.00 FOR EACH OFFICIAL TRANSCRIPT REQUESTED**
- **ALLOW AT LEAST TWO WEEKS FOR PROCESSING AND POSTAL DELIVERY TIME**
- **NO TRANSCRIPT WILL BE RELEASED TO A STUDENT OR ALUMNUS WHOSE FINANCIAL OBLIGATION TO THE COLLEGE HAS NOT BEEN SATISFIED AND/OR WHO IS IN DEFAULT OF A STUDENT LOAN**

### Name and address of the college or business where the transcript is to be sent

Name: \_\_\_\_\_

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

*Street Address*

*City* *State* *ZIP Code*

Current Date: \_\_\_\_\_

Signature: \_\_\_\_\_