



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

Transcript Request Form

Name (as it appears on transcript): _____

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
- ENCLOSURE \$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

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