

Transcript Request Form
Wagner College Office of the Registrar
One Campus Road, Staten Island, NY 10301
Email: transcript@wagner.edu Phone: 718-390-3173 FAX: 718-390-3344

Please read the following instructions:

- If you are thinking of leaving Wagner before completing your degree, you must meet with an advisor in Center of Academic and Career Engagement in the Union. This must be done in order to release your transcript.
- A transcript will not be issued if you have an unpaid balance. Please contact the Bursar's Office at 718-390-3112 or student.accounts@wagner.edu with questions regarding balances.

Please Print:

_____ Name while HERE _____
(Last name) (First name) (Middle initial)

_____ _____ _____ _____ _____
(Street) (City) (State) (Zip Code)

_____ _____ _____
(Area code) (Telephone Number) (Email)

Student ID # _____ OR Social Security Number _____ - _____ - _____ Birth Date _____

Dates Enrolled: From (Month/Year) _____ To (Month/Year) _____

Degree Awarded on (Month/Year) _____

Number requested _____ **Please circle:** Undergraduate or Graduate or Both Fee: **\$10.00 each (Official)**

Payment Confirmation Number _____ Send overnight? **YES NO** (*Additional cost: add \$25.00*)

Please check the following:

_____ Send now, with current information _____ Hold for final grades _____ Hold until Degree awarded

Delivery Options: Hold for in-person pick-up _____ Mail to the address below: _____

Reason for Transcript Request: _____

Send Transcript To: (PRINT clearly, attach additional addresses and we recommend that there is a contact name in care of if at all possible):

Signature _____

Date _____