

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

**Please read the following instructions:**

- If you are transferring out of Wagner before completing your degree, you must meet with an advisor from the Center for 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](mailto: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 \_\_\_\_\_ Fee: **\$10.00 each (Includes Official Undergraduate and Graduate Transcript)**

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:** \_\_\_\_\_

**Center for Academic & Career Engagement (CACE):** \_\_\_\_\_

\*Students transferring out of Wagner are required to meet with the CACE Office before the transcript is released.

**Send Transcript To:** (PRINT clearly, attach additional addresses if necessary. Contact person is recommended.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_