

VASSAR COLLEGE
Office of the Registrar
845.437-5270

Transcript Requests

Federal law requires that we have a signed request from you before we can send your transcript. Please complete one form for each address for which you are requesting a transcript be sent. These forms may be sent or faxed to us at:

Office of the Registrar
Box 11
Vassar College
124 Raymond Ave
Poughkeepsie NY 12604-0011

Fax: 845.437-7060

Please Note: We do not accept e-mail requests. Also, please allow adequate time for processing requests. While most requests are fulfilled within two business days, there are peak times when up to five business days are required. This is especially important during the semester break when the Office is closed for approximately one week between Christmas and New Year's Day. There is no fee for transcript requests.

We do not send transcripts for students who have an outstanding financial obligation with the College. If you are unsure of your financial status, please contact the Office of Student Accounts at 845.437-5245.

Transcripts of work taken at other institutions must be requested from said institution.

Please provide us with a daytime number in case we need to contact you about your requests:

Daytime phone number: _____

Transcript Request

PLEASE PRINT PLAINLY (for direct mailing in window envelope)

FROM

STUDENT ID#	CLASSYEAR
NAME	
HOME OR LOCAL ADDRESS	
CITY, STATE, ZIP CODE	

NAME UNDER WHICH YOU ATTENDED VASSAR COLLEGE, IF OTHER THAN ABOVE

MAIL TRANSCRIPT TO

NAME, DEPT. OR COMMITTEE
INSTITUTION
STREET
CITY, STATE, ZIP CODE

VASSAR COLLEGE
Office of the Registrar
Poughkeepsie, N.Y. 12604

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Student signature ▲

Requests cannot be processed without a signature. The enclosed transcript is sent at the request of the student.

Are you currently enrolled? YES NO

If yes, should we hold for final grades? YES NO

Number of copies requested _____

To be completed by Registrar

Date transcript sent _____
