# Unofficial Transcript Request Form

**Forms are processed in 1 to 2 business days.**

<table>
<thead>
<tr>
<th>Student ID (if known): ______________________</th>
<th>Today’s Date: ___________</th>
<th>Date of Birth: ___________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ________________________________</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td></td>
<td>Last</td>
<td>First</td>
</tr>
<tr>
<td>Dates of Attendance: ________________</td>
<td>Degree Type (Undergraduate, Graduate, Law): ________________</td>
<td></td>
</tr>
</tbody>
</table>

_**Any omission of information may delay the processing of this request.**_

I allow Suffolk University to release a copy of my unofficial transcript.

*Student Signature (required): ____________________________ Date: ___________

Please check how you would like to receive the unofficial transcript:

- [ ] I will pick up copy (available when form is completed in person)
- [ ] Mail to the following address:
  - Attention (Company/Person):
  - Street:
  - City/State/Zip:

- [ ] Fax:
- [ ] Email:

Once complete, this form can be submitted in the following ways:

- Drop off at the Ram Registration & Financial Center on the 6th floor of 73 Tremont Street
- Email to: uro@suffolk.edu
- Fax to: 617-573-8703
- Mail to: Suffolk University, University Registrar’s Office, 8 Ashburton Place, Boston, MA 02108

*FORMS WITHOUT A HANDWRITTEN SIGNATURE WILL NOT BE PROCESSED.*