

## RECORDS REQUEST FORM

Maria College, 700 New Scotland Avenue, Albany, NY 12208

STUDENT INFORMATION			
Last Name:		First:	Middle:
Birth date: / /	Soc Sec # <u>or</u> Student ID:	Home Phone Number: ( )	Cell Phone Number: ( )
Street address:			
City:		State:	Zip Code:
Email Address:			
Previous Names Used:		Dates Attended Maria College:	

RECORDS REQUESTED		
Academic Transcript	<input type="checkbox"/>	Only official academic transcripts are issued. There is no charge for a transcript request.
End of Semester Grades	<input type="checkbox"/>	End of semester grades can only be requested for one semester at a time.
Enrollment Verification	<input type="checkbox"/>	The enrollment verification will indicate your program of study, enrolled credit hours, and full or part time enrollment status.

SEND RECORDS TO		
Name of College:		
Address:		
City:	State:	Zip Code:

REQUIRED SIGNATURES	
<b><i>No records will be furnished to anyone whose financial obligations to the College have not been met.</i></b>	
_____	_____
Student Approval	Date