



This form may only be used for students who attended 2003 to present, and who would like a free, paper copy of their official transcript. Forms must be sent by fax or mail, and will not be accepted by email. Requests will be processed in 7-10 business days, and transcripts will be sent via USPS with no tracking information. Students who attended prior to 2003 or any student needing an expedited transcript may order an electronic or paper transcript utilizing our online form located at <http://registrar.buffalo.edu/transcripts/index.php>.

The Schools of Law, Medicine, and Dental Medicine maintain their own academic records. Please contact these schools if you need transcripts of your Law, Medicine, or Dental Medicine academic records, or visit <http://registrar/buffalo/edu/transcripts/index.php> for more information.

We will not be able to release transcripts for any student with financial obligations to the institution.

The personal information collected below will be used to correctly identify your student record and/or to contact you in the event that we are not able to process your request.

**Student Information:**

Last Name	First Name	Middle Initial
Former Name (If Applicable)	Person Number or Last 4 of SSN	
Phone Number	Email Address	
Last Semester of Attendance	Date of Birth	

**Send Transcript To:**

Mailing to self. Please note that addresses included below will not be used to update your address on file. To update your address on file, please visit <http://registrar.buffalo.edu/forms/index.php>.

Name	Company/Office
Address	
City	State/Province
Zip/Postal Code	Country

**Student Authorization:**

**I authorize the release of my transcript. I understand that I must hand-sign this form, and my request will not be processed if my signature is typed.**

Student Signature	Date
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**Students may fax this form to 716-645-7762 or mail the form to University at Buffalo, Registrar at 1Capen, Capen Hall, Buffalo, NY 14260. Forms received via email will not be processed.**