

Request for Records of Deceased Students:

In the event of a student's passing, The University at Buffalo considers the deceased student's next of kin to be the owner of the record.

All requests for copies of the **transcript or diploma** of a deceased student must be made in writing, addressed to the Registrar, and include as much of the following student information as possible:

1. Student's name while enrolled (please include any known former names, if applicable);
2. Student ID number (if known), or last four digits of the Social Security Number
3. Student's date of birth
4. Student's dates of enrollment
5. Death certificate (photocopy is preferred) or obituary notice*

The requestor must also provide the following personal information with the written request:

1. Name of requestor
2. Mailing address of requestor
3. E-mail address of requestor
4. Phone number of requestor
5. Documentation of the relationship of the requestor to the deceased**
6. Reason for the request
7. Signature
8. Date of request

*Obituary notices can only be used to request a diploma, and we will accept diploma requests from immediate family members. Obituary notice can be used as documentation in lieu of a death certificate if the individual requesting the diploma is listed in the published notice.

**Example: Birth certificate, marriage certificate, etc.

