



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Rose Hill Campus | 441 East Fordham Road | Bronx, NY 10458 | 718-817-1000
Lincoln Center Campus | 113 West 60th Street | New York, NY 10023 | 718-817-1000

Submit Transcript Request to:
-Email: acadrecords@fordham.edu
-Mail: Use Rose Hill Campus address at left

* Legacy Students are those who completed any portion of their studies at the University prior to 1990, or at Marymount College prior to Fall 2002.

Transcript Request Form: Legacy Students*/Manual Requests ONLY

REGULATIONS GOVERNING TRANSCRIPTS OF RECORD *Note: Please Contact School of Law for all Law transcripts.*

1. There is no charge for providing a Fordham University transcript. While normal processing will be free of charge, there will be a special service charge of \$50 (effective 7/1/2023), payable by check or cash for processing that requires 24-hour service ("Next Business Day requests") *Next Business Day requests must be received prior to 3:00 PM and will be sent via Express mail. **Please select a delivery option below.**

2. Requests will be honored as quickly as possible (generally 3 to 5 business days) in the order the request is received; however, during busy periods such as examinations, commencement, registration, etc., there may be some delay. Therefore, transcripts should be requested well in advance.

3. Legacy transcripts are available only as a hard copy. They can only be mailed and cannot be sent electronically by e-mail.

Student ID: _____ Date of Birth: (MM) _____ (DD) _____
Name: _____
(First Name) (Middle Name) (Last Name) (Suffix)

Home Address: _____
(Number, Street, Apt #) (City and State) (Zip Code)

Daytime Phone #: _____ Email: _____

If you attended Fordham under a different name, please indicate your former name BELOW:

Former Name: _____
(First Name) (Middle Name) (Last Name) (Suffix)

Approximate Dates of Attendance: _____

Check type of transcript and indicate number of transcript(s) desired:

OFFICIAL transcripts are sent to a college, university, a State or Federal agency, etc. Official transcripts will not be sent directly to a student except when the student provides the name of the institution requesting the transcript. Transcript will be given to student in a sealed envelope with Registrar's signature across the back. If the envelope is opened by the student, the transcript will no longer be official and/or valid.

UNOFFICIAL transcripts, for a student's personal or general use, do not bear the official seal of the University and may be sent directly to the student.

OFFICIAL COPY UNOFFICIAL COPY Quantity of Transcripts:

Date Degree(s) Awarded, if any: _____

School(s) Attended (check all that apply or write name of school):

- | | | |
|---|---|--|
| Bensalem | Graduate Arts and Sciences | Marymount Weekend College (prior to Fall 2002) |
| Fordham College- Lincoln Center | Graduate Education | Marymount Women's College (prior to Fall 2002) |
| Fordham College- Rose Hill | Graduate Religious Ed | Thomas Moore College |
| Gabelli School of Business (CBA- Undergrad) | Graduate Social Service | Summer Session |
| Gabelli School of Business (GSB- Graduate) | Pharmacy | Other: |
| General Studies / Ignatius College | Professional and Continuing Studies (Liberal Studies) | |

Signature: _____

Date: _____

PRINT PLAINLY below, the name and address of the person, agency or institution you wish to receive this transcript, along with any additional information. *For your protection, transcripts cannot be emailed as they contain sensitive information and delivery may not be secure.*

Delivery Options: (please select one) Normal processing time is typically 3-5 business days.
Normal Processing - Ground Mail *\$50 service charge with Next Business Day request (includes domestic Express Mail fee).
Next Business Day Processing* - Express Mail