Transcript Request Form

Instructions

- To obtain an official paper transcript complete and sign this form. This form can only be used for requesting transcripts for one recipient. For additional recipients use separate sheets. There is no charge for official paper transcripts.
- Official transcripts will include all careers. Undergraduates, who enrolled in summer courses between 2004 and 2011 and wish to exclude their summer career from their transcript, must contact The Office of the University Registrar to request a stand-alone undergraduate transcript.
- Please Note: As of January 2014, official electronic transcripts can be obtained from National Student Clearinghouse (www.studentclearinghouse.org). Official electronic transcripts require a fee paid directly to the National Student Clearinghouse.
- Your Sage ID# can be found in your student center in Sage. Once you log into your student center (sage.brandeis.edu), click on the box titled "find my sage#" at the top right of the screen.
- If you would like your transcripts express mailed please visit: www.brandeis.edu/registrar/forms/requests.html for further instructions.

Student/Alumnus Information

Sage ID: 20 _____ OR Last 4 digits of your SSN: _____ Date of Birth: _____

Last Name: _____ First Name: _____

Full name as it was while attending Brandeis, if different: _____

Email Address: _____ Phone Number: _____

Dates of Attendance: _____

Send Transcript

Number of Transcripts to be sent to the address below: _____

If currently enrolled, should the request be held until all grades from this term are finalized and appear on the transcript? ☐ Yes ☐ No

Please select a mailing method:

☐ I will pick up my transcript in person at the Registrar's Office with a picture ID

☐ I will provide a pre-paid shipping label so that my transcript can be Express Mailed.

☐ I would like my transcript to be sent via Regular Mail

Send To: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

City: _____ State: _____ Postal Code: _____ Country: _____

Please list any special instructions here

Permission to Release Records

I, (print name here) _____ hereby authorize the release of my official transcript(s) to the recipients specified above.

Signature: _____ Date: _____

To submit this form, email it to registrar@brandeis.edu, Fax it to (781)736-3485, or mail it to:

Brandeis University · Registrar's Office · Mailstop 068 · 415 South Street · Waltham, MA 02453-2728