

ALUMNI TRANSCRIPT REQUEST FORM

OFFICE OF STUDENT ASSISTANCE

PLEASE RETURN TO THE OFFICE OF STUDENT ASSISTANCE (OSA). Scan & email to osa@pace.edu.

Form only for alumni
with awarded degrees



STUDENT ID NUMBER LAST NAME FIRST NAME MIDDLE

If this is a new address/phone #, please indicate what you would like to be updated on your record: ☐ Address ☐ Telephone

STREET ADDRESS/P.O. BOX CITY STATE (U.S.)/COUNTRY (International) ZIP CODE

DAY TELEPHONE NUMBER EVENING TELEPHONE NUMBER MOBILE/CELL NUMBER E-MAIL ADDRESS

Date of Birth Last Date of Attendance (if not a current student)

Name while attending Pace (if different than above) Student's Signature Date (mm/dd/yyyy)

- Alumni with degrees awarded are granted one FREE official academic transcript; complete and return this form. All future requests must be submitted to the National Student Clearinghouse at www.getmytranscript.com
- Allow up to 5-7 business days for processing.
- Allow additional processing time for records with enrollment dates prior to 2005.
- Transcripts are issued with all degree levels and semesters EXCEPT Pace Law School.

Campus Attended:

New York City
Pleasantville
White Plains

Did you take any courses prior to Fall 1985? (Please specify):

Yes

Approx. attendance date(s) _____

Degree(s) earned/attempted _____

Reason for Transcript (select one):

Scholarship Application
Employment or Internship

Graduate School Application
Other (specify) _____

Transfer to Another School

Send to: Name of Organization or Individual

Address Line 1

Address Line 2

City State (U.S.)/Country (International) Zip Code

New York City Campus
Office of Student Assistance
One Pace Plaza
New York, NY 10038
Phone: (877) 672-1830

Westchester Campus
Office of Student Assistance
861 Bedford Road
Pleasantville, NY 10570
Phone: (877) 672-1830