

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 _____
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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