

Complete and return this form to:

University of Rochester - Simon Business School
Office of the Registrar
2341 Carol Simon Hall
Box 270100
registrar@simon.rochester.edu
Phone: (585) 275-8071 / Fax: (585) 276-0244



UNOFFICIAL TRANSCRIPT REQUEST FORM

Directions

- Use this form to request an unofficial transcript only when you cannot print it yourself.
- Please allow 5 business days for your request to be processed.

Student Name: _____ **UID#:** _____
Please print Last First MI

Student Signature: _____ **Date:** _____
month/day/year

Program: _____ **E-mail:** _____

Scan to the following E-mail address: _____

Mail to *(Complete name and address of the person or institution to which the unofficial transcript is to be sent):*

Name: _____

Address: _____

Fax to: _____

Registrar's Office Use Only

Revision: 8/2022

Date Received: _____ *Date Processed:* _____ *By:* _____