

# TRANSCRIPT REQUEST FORM

## OFFICE OF STUDENT ASSISTANCE

PLEASE RETURN TO THE OFFICE OF STUDENT ASSISTANCE (OSA). Submit form by mail or on campus.  
All transcript requests should be submitted via the National Student Letter at [www.getmytranscript.com](http://www.getmytranscript.com)  
If you are unable to make payment with a debit or credit card, please use this form.



STUDENT ID NUMBER \_\_\_\_\_ LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_

If this is a new address or 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 \_\_\_\_\_

**\*IF YOU HAVE FILED FOR GRADUATION, PLEASE NOTIFY THE DEGREE VERIFICATION OFFICE OF THESE CHANGES\***

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

Name while attending Pace (if different than above) \_\_\_\_\_ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

- There is a \$7 transcript fee.
- If you are requesting overnight delivery, additional fees will apply.
- Allow up to 2-3 business days for processing (overnight requests included).
- 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.
- Complete separate requests if transcript will be issued to different addresses.
- Requests for Final Grades or Degree Posted should be submitted no earlier than 2 weeks prior to the end of the semester.

**Campus Attended** (select one):

- New York City  
 Pleasantville  
 White Plains

**Transcript Selection:**

- Official Copy  
 Number of Copies \_\_\_\_\_

**Transcript Options** (check all that apply):

- Mail attached document along with transcript  
 Hold for pickup (leave address section blank)

**Payment Options** (select one):

- \$7 Check (submit form by mail)  
 \$7 Cash (submit form on campus)

**Overnight Delivery Options** (select one):

- \$11.25 Standard: U.S. (UPS Express)  
 \$11.25 PO Box: U.S. only (USPS Express)  
 \$25 Standard: International (UPS Worldwide Express)

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

Yes  
Approx. attendance date(s) \_\_\_\_\_ Degree(s) earned/attempted \_\_\_\_\_

**Reason for Transcript** (select one):

- Scholarship Application  Graduate School Application  Transfer to Another School  
 Employment or Internship  Other (specify) \_\_\_\_\_

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  
Fax: (914) 773-3862

**Westchester Campus**  
Office of Student Assistance  
861 Bedford Road  
Pleasantville, NY 10570  
Phone: (877) 672-1830  
Fax: (914) 773-3862