

Office of the Registrar Campus Center B-52

www.albany.edu/registrar

(518) 442-5540 FAX 442-5532

Request by Government Agency for Student Information

Please be advised that this <u>is not</u> a transcript request form. There is a fee of \$5.00 per official transcript, which requires 4-5 business days to process.

Agent Information		
Agency Name		
	Phone	
Please check one option below: (Pl	lease allow approximately 48 hours for processing)	
Pick upTime or Fax_	Fax number ()	
Please attach a copy of the signed	release by the student (REQUIRED)	
Signature	Date	
Stude	ent Information	
	Social Security Number	
Date of Birth\		
Please list the specific information re	equested on the left side:	•
Information Requested		
	Maria Brown, Associate Registrar	
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