

Office of the Registrar
CC B52
1400 Washington Avenue
Albany, NY 12222



UNIVERSITY AT ALBANY
State University of New York

518-442-5540 (phone)
518-442-5532 (fax)

www.albany.edu/registrar
registrar@albany.edu

To Whom it May Concern,

Please be advised that the University at Albany has contracted with the National Student Clearinghouse to process degree and enrollment verifications. We will no longer be accepting any faxed or mailed verifications. You must now obtain this information by calling the National Student Clearinghouse at 703-742-4200 or by submitting a request on their website: www.studentclearinghouse.org.

If you need information regarding a student's grades or credits, you or the student may order an official transcript. The University at Albany has enlisted the services of Credentials Solutions, Inc. to provide our customers the convenience of requesting an official transcript via a secure website. We will no longer be accepting any faxed, mailed, emailed, or phone requests for transcripts. Please submit our transcript order online at www.albany.edu/registrar/transcripts.php. After the order is submitted, we will require signed student authorization (directions will be e-mailed).

You may contact the Office of Community Standards for questions regarding disciplinary records. Their phone number is 518-442-5501 and their fax number is 418-437-4461.

If you have any questions, please feel free to contact our office.

Sincerely,

Karen L. Chico Hurst
University at Albany
State University of New York