

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

Request by Government Agency for Student Information

Please be advised that this is not a transcript request form. Please visit us online at <http://www.albany.edu/registrar/ordering-transcripts.php> for information on obtaining an official transcript.

Agent Information

Agency Name _____

Agent or Investigator Name _____ Phone _____

Please check one option below: (Please allow approximately 2-3 days for processing)

Pick up ____ Time _____ **or** Fax ____ Fax Number () _____

Please note: Student records after 1999 will be given in the form of an enrollment verification certificate. Records prior to 1998 will be given as a student grade report/unofficial transcript. Please allow additional processing time for specialized requests.

Please attach a copy of the signed release by the student (REQUIRED)

Agent or Investigator Signature _____ Date _____

Student Information

Name _____ Social Security Number _____

Date of Birth ____/____/____

For further information on the following, please contact the appropriate offices:

Disciplinary Action:	Community Standards	518-442-5501
Extracurricular Activities:	Student Involvement	518-442-5566
Campus Residency:	Residential Life	518-442-5875