

## **IONA Transcript Request Form**

To request an official transcript please print out this form, complete by filling in all requested information (this will expedite your request), then mail or submit to the Iona College Registrar's Office, 715 North Avenue, New Rochelle, NY 10801

- A transcript will not be issued if you have a hold on your account.
- There is a charge of **\$3.00** for each copy of your transcript for non-enrolled students. Please enclose a check or money order made payable to Iona College. There is a charge of **\$5.00** for each copy that is pickup at the Registrar office. There is **no charge** for enrolled students for a copy of your transcript.
- Transcripts can be sent overnight, additional rates starting at \$17.
- Please be sure that you sign and date the Transcript Request Form, **Iona College will not release the transcript without a signature.**
- **Additional information can be obtained at :[www.iona.edu/registrar](http://www.iona.edu/registrar)**

<b>Personal Information:</b>		
Last Name :	First Name :	Middle Initial:
Name while enrolled if different from above:		
Date of Birth:	SSN:	Student ID:
Phone:		
Address:		
City:	State:	Zip Code:
<b>Transcript Information:</b>		
Undergraduate Program	Graduate Program	Date of Graduation:
Iona College	Elizabeth Seton College	Elizabeth Seton Transcripts are housed at Iona College
Dates Attended:		
Number of Transcript Requested:		Amount Enclosed:

<b>Send Official Transcript To: <i>Enter the name and the complete address.</i></b>		
Name:		
Office		
Address:		
City:	State:	Zip Code:
For additional mailings write on reverse side.		

Send transcript now	Send transcript once degree is posted
Send transcript at the end of the present term	Send transcript to me at the address below

Signature: \_\_\_\_\_

Date: \_\_\_\_\_