



**TRANSCRIPT REQUEST FORM  
MARIST COLLEGE  
PLEASE PRINT CLEARLY**



Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

CWID \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Previous/Maiden Name: \_\_\_\_\_ Day Phone #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Number of Copies to be sent:** \_\_\_\_\_

Mail Transcripts to: **REQUESTER IS RESPONSIBLE FOR A CLEAR, COMPLETE AND ACCURATE ADDRESS**

School/Business or Name: \_\_\_\_\_

Office/Department: \_\_\_\_\_

Street Address1: \_\_\_\_\_

Street Address 2: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Attendance at Marist (complete all that apply):

Dates of Attendance: \_\_\_\_\_

\_\_\_\_\_ Currently Enrolled \_\_\_\_\_ Not Currently Enrolled

\_\_\_\_\_ Graduate \_\_\_\_\_ Undergraduate

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

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

**Requests cannot be processed:**

- **Without the student's handwritten signature**
- **Without clearance from Student Financial Services IF a financial hold exists on your record**

**Submit to:**

Registrar's Office  
Marist College  
3399 North Road  
Poughkeepsie, NY 12601  
Email: Transcript.Request@marist.edu

**Emailed Requests: This form must be filled out, include a handwritten signature and then be scanned and sent via email as an attachment. Photo attachments to an email also suffice.**

**Please note the following:**

- Transcripts cannot be emailed. Email is not a secure form of transmission for transcripts
- Transcripts are not held for the posting of final grades or degree notation. Please submit your request AFTER grades have been posted and/or degree has been conferred.