

TRANSCRIPT REQUEST INFORMATION

REQUESTING TRANSCRIPTS

Current students, former students and graduates are able to request transcripts from the Office of the Registrar. A request in writing with your signature authorizing the release of your transcript must be submitted to the Registrar's Office via fax, mail or in person. **Email or phone requests will not be accepted.** Requests should be made using the [Transcript Request Form](#).

TRANSCRIPT FEE

There is a \$10.00 fee per transcript request. This fee must be submitted along with your request. If sending request via fax, you may include a [Credit Card Authorization Form](#) with your request for payment. If sending by mail, you may include a check or money order.

PROCESSING TIME

Transcripts are generally processed within 2-3 business days. During peak times (i.e. registration periods, end of semester grading periods, degree conferral periods) transcript processing may take longer.

TRANSCRIPT REQUEST FAQ'S

Where do I send/submit the Transcript Request Form?

By Fax: 718-409-7264

By Mail: Office of the Registrar
SUNY Maritime College
6 Pennyfield Ave.
Throggs Neck, NY 10465

In Person: Enrollment Services/Registrar, Baylis Hall (Hours-M-F, 8:00am to 4:00pm)

Can I obtain a transcript in person at the Office of the Registrar?

In most cases, we can provide you with a transcript in person if required. However, it is recommended that you submit your Transcript Request Form ahead of time with the "Pick Up In Person" option checked. Official transcripts issued to students will be in a sealed envelope addressed to a third party. If opened by the student, the transcript will no longer be considered official.

Can I receive my transcript if I have a hold?

Transcripts will not be released to any student with a hold on their records. If a transcript request is received for a person who has a hold, they will be notified via the contact information provided in their request. The transcript will not be released until the outstanding obligation is resolved.

Does SUNY Maritime send electronic transcripts?

Presently, we do not provide electronic transcripts.

Can my transcript be faxed or emailed?

Official transcripts cannot be faxed or emailed. Under extraordinary circumstances, we can send an unofficial copy of a transcript via fax or email.

How will my transcript be shipped?

Transcripts are sent via standard mail. If you would like expedited shipping services for your transcript, a prepaid, preprinted FedEx label must be included with your request.