

**STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE**  
**OFFICE OF THE REGISTRAR**  
**Transcript Request Procedure**

Dear Student or Former Student or Graduate:

Please note that in order to request a transcript; the Office of the Registrar requires that the request for the **transcript must be in writing**, not via email, **as the signature of the student is required** to process the request.

Please either send a letter or use the transcript request form. Please include your name, if your name was different at the time you attending SUNY Maritime College, please indicate your name at the time you attending here, as well. Also please include your social security number or ID number, when you attended or graduated from our school. You must include a daytime phone number, if in case we must contact you.

Please identify where the transcript should be sent. In order for it to be **OFFICIAL**, it must be sent directly to the appropriate institution, agency or organization, to the exact office or person, with the complete Street address, including the City, State and Zip code. Please note any transcript sent to the student is a **Student Copy**.

Please note that effective July 1, 2009, the **charge for a transcript will increase \$10 for each transcript requested**, whether it is an official or student copy.

Either include a check for the required amount payable to **SUNY Maritime College** or include your credit card number, which card and the expiration date and name on the card, in order for Student Accounts to charge your account. You may also use the Credit Card Authorization form (from Student Accounts) which is located on the web as well. Please note that your record must clear with Student Accounts and the Library before any transcripts may be issued.

If sending it by mail, you must include a check, the written request, with your signature as the student and send the written request to Office the Registrar, State University of New York, Maritime College, 6 Pennyfield Avenue. Throggs Neck, NY 10465-4198

If faxing the request, the written request must also include the credit information necessary for Student Accounts to charge your credit card for the cost of processing the transcript request. The information needed is the type of credit card, only visa and master card are accepted, the name on the credit card, the credit card number, and the expiration date on the card **as well as your signature authorizing the charge as the student**. Please fax to **718 409- 7264 attention Registrar's Office**.

Please note that processing time is 3-4 days from the time the request is received except during peak times during the semester, in which processing time may be longer.

If you have any further questions, please contact the Registrar's Office at 718 409-7266 from Monday – Friday 8:00 AM- 4:00 PM.

Thank you for attention to this matter.

Sincerely,  
Office of the Registrar 6/26/09