Unofficial Transcript Request Form
William E. Simon Graduate School of Business Administration
University of Rochester
Registrar’s Office, 305 Schlegel Hall, Box 270107
Rochester, NY 14627
Phone: (585) 275-3533 | Fax: (585) 271-3907

Directions:
• Please complete this form for an unofficial transcript.
• Please return the completed form to the Registrar’s Office (305 Schlegel Hall) or fax to (585) 271-3907.
• Please allow 3 business days for your request to be completed.

*Official transcripts must be requested through the University Registrar’s Office (127 Lattimore Hall) or online at www.rochester.edu/registrar/transcripts.

Student Name: ____________________________________________________
Please print Last                          First                   MI     Mo.     Day     Yr
Student Signature (required): ___________________________________________________________________
UID#: _____________________________  Program: ___________________________
Current e-mail:_____________________________________________________

Complete name and address of the person or institution to which the unofficial transcript is to be sent:
Name ___________________________________________________________  Fax ___________________________
Address ________________________________________________________________________________
______________________________________________________________________________________
City/State/Zip __________________________________________________________________________

☐ Place in my mail folder  ☐ Mail to the address noted above  ☐ Fax

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