

**Certification and Records  
Academic Transcript Request**

\$8.00 fee per transcript  
**PLEASE SEND TO:**

Phone (315) 498-2000

*BURSAR'S OFFICE  
ONONDAGA COMMUNITY COLLEGE  
4585 W. SENECA TURNPIKE  
SYRACUSE, NY 13215*

*PLEASE PRINT*

Student name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
or Student ID No. \_\_\_\_\_  
Last First M.I.

Maiden name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Address \_\_\_\_\_  
Street  
City State Zip

Graduated from OCC? No Yes If yes, graduation date \_\_\_\_\_

<b>Circle Semester Attended</b>	<b>Special Instructions Check One</b>	<b>FOR OFFICE USE</b>
Fall Spring Summer _____	_____ Hold for current grades	Amount Received _____
Fall Spring Summer _____	_____ Hold for grade change	Receipt No. _____
Fall Spring Summer _____	_____ Send after degree is posted	Transcript Request processed:
Fall Spring Summer _____	_____ Send now	<u>Initials</u> <u>Date</u>
Fall Spring Summer _____	_____ Pick up	

\*Send \_\_\_\_\_ copy (copies) of my transcript to: *(list additional on reverse side)*

\_\_\_\_\_  
Name (or institution)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Student Signature Phone Number Date

**\*\*Processing Time:** *NORMAL—four working days from bursar's receipt of request.  
RUSH PERIODS—approximately three weeks.*