Bachelor of Science in Organizational Management

How to Request for Official Transcript

What is on your transcript?

An official transcript is a copy of your permanent academic record. Included on the transcript will be the courses you took, dates you attended, major, degree (if awarded), cumulative grade point average (GPA) and all honors received at the school.

How to obtain a copy of your transcript:

MAIL orders can be submitted to the records/registrar office. You can find the college mailing address online or by calling your former school directly. Complete the subsequent form and send it to the designated address.

ONLINE transcript orders are permitted by many institutions. While each school is different, there are some common procedures:

• Visit your school’s official website.
• Search for the Registrar or Student Records office.
• Look for a “Transcripts” link or information regarding the order process.
• You will likely need to login to access your school records (depending on your school, a social security number and birth date can sometimes be used instead of an assigned student ID number and pin). If you are unable to login, contact the office directly by phone for assistance.

Note:

• If you owe an outstanding balance (anything from tuition payments to library fees) to your previous college/university, your transcripts may be withheld until your account is paid.
• Transcript requests typically require a processing fee ranging from $3.00 to $10.00. Some schools also charge for shipping.
• Be sure to send your official transcript to the OM address provided:

  OM Admissions Office
  Roberts Wesleyan College
  2301 Westside Drive
  Rochester, New York 14624-1997
  Phone: (585) 594-6210
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College____________________________________ Date__________________

NOTE: Please print the name used when attending the institution listed above:

Last Name ____________________________ First Name ____________________________ Middle ______

Present Last Name ____________________________ Present First Name ____________________________

Street Address ________________________________________________________________

City ____________________________ State ____________________________ Zip ______________________

Social Security No. ________________________________________________________________

Date of Birth ____________________________

Number of Official Copies Requested ________________
Number of Student Copies Requested ________________

Please mail transcript(s) to:
OM Admissions Office
Roberts Wesleyan College
2301 Westside Drive
Rochester, New York 14624-1997
Phone: (585) 594-6210

A check for $__________ is enclosed to cover transcript fees.

Applicant’s signature ____________________________ Date__________________

For assistance, please call our Enrollment Coordinator at 585.594.6210 or DAPS@roberts.edu