

Transcript Request Information

To help you in requesting your official college transcripts for SBU, here is a list of academic record offices for central and western New York colleges. The information below is based on website research. We've listed the contact address and cost. Transcripts should be sent directly to the graduate admission office at SBU. You'll speed up this process if you use the transcript request forms provided and send the SBU reply envelope along with the request. It can take from a couple days to a few weeks for a transcript to be sent, with delays more likely around the very beginning and end of a semester. Please note: A faxed transcript cannot be accepted as official.

Alfred State College

Student Records & Financial Services
10 Upper College Drive
Alfred, NY 14802
Phone: 1-800-4-ALFRED (option 4) or 607-587-4796
Fax: 607-587-3287
Fee: none

Alfred University

Student Service Center
Alfred University
111 Seidlin Hall
Alfred, NY 14802
Phone: 607-871-2123
Fax: 607-871-2347
Fee: free if mailed, \$3 if ordered online through "transcript on demand"

SUNY College at Brockport

Office of Registration and Records
350 New Campus Drive
Brockport NY 14420-2966
Phone: 585-395-2531
Fax: 585-395-5392
Email: registrar@brockport.edu
Fee: \$5

Buffalo State College

Registrar's Office
Moot Hall Room 210
1300 Elmwood Avenue
Buffalo, NY 14222-1095
Phone: 716-878-4811
Fax: 716-878-3419
Email: regofc@buffalostate.edu
Fee: \$5

Canisius College

Office of Student Records
2001 Main Street
Buffalo, NY 14208
Phone: 716-888-2990 or
1-800-278-8933
Fax: 716-888-2996
Email: sturecs@canisius.edu
Free if ordered by mail;
\$2.25 if ordered online

Daemen College

Office of the Registrar
Duns Scotus Hall, Room 120 & 123
4380 Main Street
Amherst, NY 14226
Phone: 716-839-8214
Fax: 716-839-8343
Email: registrar@daemen.edu
Fee: \$5

D'Youville College

Registrar's Office
320 Porter Ave., KAB 221
Buffalo, New York
14201-9985
Phone: 716-829-8347
Fax: 716-829-7622
Email: registrar@dyc.edu
Fee: \$5

Empire State College

Office of the Registrar
2 Union Avenue
Saratoga Springs, NY 12866
Phone: 800-847-3000 or 518-587-2100
Fax: 518-580-0105
Fee: \$5

Erie Community College

Contact the campus you attended
City: 716-851-1166
Fax: 716-851-1170
North: 716-851-1466
Fax: 716-851-1235
South: 716-851-1666
Fax: 716-851-1670
Fee: \$5; Faxed transcript: additional \$5

Finger Lakes Community College

Student Records Office
3325 Marvin Sands Drive
Canandaigua, NY 14424
Fax: 585-394-0635
Fee: \$5

SUNY Fredonia

Office of the Registrar
Reed Library
Fredonia, NY 14063
Phone: 716-673-3171
Online thru Transcripts Plus 847-716-3005, fee: \$2

SUNY Geneseo

Office of the Registrar
1 College Circle, Erwin 102
Geneseo, NY 14454
Phone: 585-245-5566
Fax: 585-245-5530
Email: registrar@geneseo.edu
Fee: \$5 thru Geneseo
Online thru Transcripts Plus 847-716-3005, fee: \$7.50

Hilbert College

Office of Student Records
5200 South Park Avenue
Hamburg, NY 14075
Phone: 716-649-7900, ext. 342
Fax: 716-649-1152
Fee: \$5
<http://www.hilbert.edu/Public/file/Transcript%20Request%20Form.pdf>

Houghton College

Academic Records Office
1 Willard Ave
Houghton, NY 14744
Phone: 585-567-9350
Fax: 585-567-9610
Email: academicrecords@houghton.edu
(for all records, including P.A.C.E.)
Fee: \$5
<http://www.houghton.edu/academic-records/transcripts>
or National Student Clearinghouse
Phone: 703-742-4200 Fee: \$2.25

Jamestown Community College

Registrar's Office
525 Falconer St.
Jamestown, N.Y. 14701
Phone: 716-338-1018
Fax: 716-338-1472
Email: registrar@mail.sunycc.edu

Keuka College

Registrar's Office
Keuka Park, NY 14478
Phone: 315-279-5204
Fax: 315-279-5294
Email: registrar@mail.keuka.edu
Fee: \$5
www.studentclearinghouse.org

Medaille College

Office of the Registrar
18 Agassiz Circle
Buffalo, NY 14214
Phone: 716-880-2366 or 716-880-2365
Fax: 716-880-2535
Email: registrar@medaille.edu
Fee: \$5

Monroe Community College

Records Office
1000 E. Henrietta Rd
Rochester, NY 14623
Fax: (585) 292-3850
Email: registration@monroecc.edu
http://www.monroecc.edu/depts/recreg/transcript_form.pdf

Nazareth College of Rochester

Registrar's Office
4245 East Avenue
Rochester NY 14618-3790
Phone: 585-389-2800
Fax: 585-389-2612
Email: registra@naz.edu
Fee: \$7.50

Niagara University

Records Office
PO Box 1914
Niagara University, NY 14109-1914
Phone: 716-286-8730
Fax: 716-286-8733
Email: records@niagara.edu
Fee: \$5
<http://www.niagara.edu/assets/Uploads/Transcript-Request6.pdf>

Penn State (all campuses)

Registrar's Office
112 Shields Building
University Park, PA 16802-1273
Fax: 814-863-1929
Fee: \$10

Roberts Wesleyan College

Registration Office
2301 Westside Drive
Rochester, NY 14624-1997
Phone: 585-594-6220
Fax: 585-594-6925
Fee: \$9 for postal service; \$7 for electronic delivery
Email: transcriptrequestreceipt@roberts.edu

St. John Fisher College

Registrar's Office
Kearney 201
3690 East Avenue
Rochester, NY 14618
Phone: 585-385-8015
Fax: 585-385-7303
Email: registrar@sjfc.edu

University at Buffalo

Student Response Center
232 Capen Hall, North Campus
Buffalo, NY 14260-1631
Phone: 716-645-5698
Email: UBregistrar@buffalo.edu
<http://registrar.buffalo.edu/pdfs/transcriptRequest.pdf>

University of Pittsburgh at Bradford

Office of Enrollment Services
300 Campus Drive
Bradford, PA 16701
Email: upbacct@pitt.edu

University of Rochester

Office of the University Registrar
312 Lattimore Hall
PO Box 270038
Rochester, NY 14627
Phone: 585-275-8131
Fax: 585-275-2190
<http://www.rochester.edu/registrar/transcripts.html>
Fee: first 30 free; \$5 after

Villa Maria College

Office of the Registrar
240 Pine Ridge Road
Buffalo NY 14225
Phone: 716-961-1873
Fax: 716-896-0705
Fee: \$5