

**Long Island Educational Opportunity Center
Farmingdale State College – State University of New York**

Official Transcript Request

You must provide all the information listed on this form. Incomplete requests will not be filled. **PLEASE SUBMIT YOUR completed and signed form as a scanned attachment to an email sent to ricketc@farmingdale.edu and brennam@farmingdale.edu IF YOU DON'T HAVE A SCANNER, you may submit the information in an email sent to ricketc@farmingdale.edu and brennam@farmingdale.edu Please be sure to include in your email all the information requested on this form. Allow 5 business days for processing. We will contact you by phone if we need additional information.**

Official transcripts are sent by the LIEOC directly to the college, university, or place of business named on this form. **DURING THE COVID-19 (Corona Virus) EMERGENCY IN NEW YORK STATE, ALL OFFICIAL TRANSCRIPTS WILL BE SENT BY THE LIEOC REGISTRAR TO THE END RECIPIENT AS EMAIL ATTACHMENTS.**

Student Data PLEASE PRINT

YOUR Name (First Name, Last Name)	Other name you may have used while enrolled at the LIEOC:
Last 4 of Social Security No.	Your Permanent Mailing Address:
Date of Birth (mm/dd/yyyy)	
Your Phone No.	
Dates of Enrollment (mm/yy – mm/yy)	

I authorize the Long Island Educational Opportunity Center to release my Official Transcript(s) to the address(es) listed below.

Student's Signature: _____ Date: _____

Please provide COMPLETE mailing address(es) in the space(s) below. **PLEASE PRINT**

Email to Name of Recipient:
Name of College, Business, etc
Office:
Email address:
Email to Name of Recipient:
Name of College, Business, etc
Office:
Email address:

Registrar's Assistant Only

Date Filled _____ Date Notation to SPACMNT _____ RA's Initials _____