

## 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](mailto:registrar@brockport.edu)  
Fee: \$5  
<http://www.brockport.edu/registrar/forms/TranscriptRequestForm.pdf>

### 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](mailto:regofc@buffalostate.edu)  
Fee: \$5  
<http://www.buffalostate.edu/registrar/documents/transcript.htm>

### 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](mailto:sturecs@canisius.edu)  
Free if ordered by mail;  
\$2.25 if ordered online  
<http://www.canisius.edu/resources/academic-resources/registrar/transcripts/>

### 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](mailto: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](mailto:registrar@dyc.edu)  
Fee: \$5  
[http://www.dyc.edu/academics/registrar/docs/request\\_for\\_transcript.pdf](http://www.dyc.edu/academics/registrar/docs/request_for_transcript.pdf)

### 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  
<http://www.esc.edu/admissions/records/transcript.aspx>

### 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  
<http://www.ecc.edu/Media/Website%20Resources/files/admissions/transcriptrequest.pdf>

### Finger Lakes Community College

Student Records Office  
3325 Marvin Sands Drive  
Canandaigua, NY 14424  
Fax: 585-394-0635  
Fee: \$5  
<http://www.flcc.edu/pdf/registrar/transcriptrequest.pdf>

### 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](mailto: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](mailto: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](mailto:registrar@mail.sunycc.edu)  
[http://www.sunycc.edu/files/transcriptrequestform\\_web\\_1.pdf](http://www.sunycc.edu/files/transcriptrequestform_web_1.pdf)

**Keuka College**

Registrar's Office  
Keuka Park, NY 14478  
Phone: 315-279-5204  
Fax: 315-279-5294  
Email: [registrar@mail.keuka.edu](mailto:registrar@mail.keuka.edu)  
Fee: \$5  
[www.studentclearinghouse.org](http://www.studentclearinghouse.org)  
<http://registrar.keuka.edu/files/2010/09/TranscriptRequestForm.pdf>

**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](mailto:registrar@medaille.edu)  
Fee: \$5  
<http://www.medaille.edu/files/pdf/offices/registrar/transcript-request.pdf>

**Monroe Community College**

Records Office  
1000 E. Henrietta Rd  
Rochester, NY 14623  
Fax: (585) 292-3850  
Email: [registration@monroecc.edu](mailto:registration@monroecc.edu)  
[http://www.monroecc.edu/depts/recreg/transcript\\_form.pdf](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](mailto: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](mailto: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  
[www.registrar.psu.edu/web\\_transcript\\_static/web\\_transcript.html](http://www.registrar.psu.edu/web_transcript_static/web_transcript.html)

**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](mailto: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](mailto:registrar@sjfc.edu)  
<http://www.sjfc.edu/dotAsset/874525.pdf>

**University at Buffalo**

Student Response Center  
232 Capen Hall, North Campus  
Buffalo, NY 14260-1631  
Phone: 716-645-5698  
Email: [UBregistrar@buffalo.edu](mailto: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](mailto: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