



CAREER DEVELOPMENT OFFICE
 State University of New York at Fredonia
 Fredonia, New York 14063
 (716) 673-3327 phone
 (716) 673-3593 fax

**CREDENTIALS FILE:
 Request for Unofficial
 SUNY Fredonia Transcript**

You may include an unofficial SUNY Fredonia transcript in the credentials file you have established in the CDO. In most cases, an unofficial transcript will be satisfactory for preliminary screening purposes. Some employers or graduate admissions offices may ask that you provide an official transcript; this must be requested from the Office of the Registrar.

We cannot place transcripts from other institutions in your credentials file.

This service is provided free of charge. The unofficial transcript will be sent only as part of your total credentials along with your reference letters. THE UNOFFICIAL TRANSCRIPT WILL NOT BE SENT SEPARATELY! Requests for transcripts only should be submitted to the Office of the Registrar.

After completing this request, please contact the Career Development Office to verify that your unofficial transcript is in your folder, and that it is accurate.

NAME: _____
 (last) (first) (middle initial) (maiden)

F# : _____ **MAJOR:** _____

ADDRESS: _____

PLEASE INCLUDE THE FOLLOWING **UNOFFICIAL SUNY FREDONIA** TRANSCRIPT(S) IN MY CREDENTIALS FILE: (Check the appropriate box or boxes)

BACHELOR'S DEGREE

- Currently enrolled
- Received undergraduate degree _____
 (month/year)

MASTER'S DEGREE/CAS/OTHER POST-BACCALAUREATE DEGREE

(NOTE: If you place an unofficial SUNY Fredonia graduate transcript in your folder prior to completion of your program, you will be responsible for requesting an updated transcript after each semester you attend.)

- Received graduate degree _____
 (month/year)
- Graduate hours through _____
 (month/year)

SIGNATURE: _____ **DATE:** _____

NOTE: Please return this form to the Career Development Office, Gregory Hall 2nd floor