

**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.** Submit this form in person to the Registrar’s Assistant at any of the three LIEOC locations. **Completed and signed forms may be faxed to 631/420-2510, ATTN: Registrar’s Office. Allow 7 – 10 business days for processing.**

Official transcripts are sent by the LIEOC directly to the college, university, or place of business named on this form. Official transcripts can be sent to the permanent mailing address of the student or former student if that person is required to hand deliver the document to a college, university, or place of business. In such cases, the transcript will be sealed in an official LIEOC envelope addressed to the end recipient. This form may be submitted in person, via fax, or as an e-mail attachment. Signatures must be made in ink. Digital signatures will not be accepted.

Student Data PLEASE PRINT

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

Mail to	Mail to
Mail to	Mail to

Registrar’s Assistant Only

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