

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

**Unofficial (Student) Transcript Request**

You must provide all the information listed on this form. Incomplete requests will not be filled. Submit this form to the Registrar’s Assistant at any of the three LIEOC locations. Allow 7 – 10 business days for processing

Students and former students may request unofficial “student” transcripts for their own records. Students and former students wishing to obtain transcripts for submission to colleges, universities, prospective employers, etc. must complete and submit an Official Transcript Request form. 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. Completed and signed forms may be faxed to 631/420-2510, ATTN: Registrar’s Office.

**Student Data PLEASE PRINT**

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

**I authorize the Long Island Educational Opportunity Center to release my Unofficial Transcript(s) to me at the address listed above.**

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Registrar’s Assistant Only**

Date Filled \_\_\_\_\_ Date Notation to SPACMNT \_\_\_\_\_ RA’s Initials \_\_\_\_\_