

## Official College Transcript Request Form for Records managed by Bryant & Stratton College

Please print all information and email or mail the completed form to the campus you last attended.

Name \_\_\_\_\_ **LAST NAME WHEN ATTENDED** \_\_\_\_\_

Last 4 digits of SS# \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Email Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Last year of attendance \_\_\_\_\_

Major \_\_\_\_\_ Did you graduate? \_\_\_ Yes \_\_\_ No

Credential Earned: \_\_\_ Diploma \_\_\_ Associate Degree \_\_\_ Bachelor Degree

I hereby give permission to Bryant & Stratton College to release my transcript to the following:

Name of Company/School/Person \_\_\_\_\_

Attention \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Fee:** There is a \$10 fee per official transcript. A separate request form must be completed for each request. Please mail the transcript request to the attention of the registrar along with the \$10 check payable to Bryant & Stratton College. The campus addressed can be found [here](#) and on the website at [www.bryantstratton.edu](http://www.bryantstratton.edu).

Place an "X" near the **Non-BSC** Institutions you attended

New York		Ohio
<p>___ <b>Albany Business College (ABC)</b> - mail to Bethanne Goldup; BSC Albany Campus</p> <p>___ <b>Central City Business Institute (CCBI)</b> in Syracuse (only) - mail to Student Services; BSC Syracuse North/Liverpool Campus.</p> <p>___ <b>Everest Institute</b> (Rochester only) - mail to Sharon O'Neil; BSC Greece Campus.</p>	<p>___ <b>Rochester Business Institute (RBI)</b> - mail to Sharon O'Neil; BSC Greece Campus.</p> <p>___ <b>Utica School of Commerce (USC)</b> (Syracuse area only) - mail to Student Services; BSC Syracuse North/Liverpool Campus.</p>	<p>___ <b>Electronic Technology Institute (ETI)</b> for students who enrolled at BSC <b><i>only</i></b>- mail to BSC Cleveland campus registrar.</p> <p><b>All other ETI requests must be made to the State of Ohio.</b></p>
<b>Virginia</b>		
<p><b>All transcript requests and payment for these Virginia institutions should be made through Parchment. Directions are found on the college website.</b></p> <ul style="list-style-type: none"> <li>• Commonwealth College Norfolk Business</li> <li>• Norfolk College</li> <li>• Princess Anne Business College</li> </ul>		