

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.

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

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