

Transcript Request

Print and Mail or Print and Fax to 518-743-2317

Adirondack Community College
Business Office
640 Bay Road
Queensbury, NY 12804

Your name: (Please print) _____

Your Social Security # _____ - ____ - _____ Daytime Phone _____

Your address _____

Please print the mailing address for each transcript.

(College, Dept., Person or Employer)

(Street Address)

(City, State, Zip)

Student's Signature: _____

When do you want the transcript to be sent?

_____ Now

_____ After degree posted

End of semester: _____ Fall _____ Spring _____ Summer Session

Are you a graduate of ACC? _____ No _____ Yes Year _____

Are you currently enrolled at ACC? _____ No _____ Yes

If No, last date of enrollment _____

Your date of birth: _____ Maiden/former name if applicable _____

Transcript Fee: \$5.00

Check enclosed

Make checks payable to ACC.

Paying by Credit Card with NELNET Fax

If you wish to pay for your transcript request by using Visa, Master Card, Discover or American Express Card, please go to www.sunyacc.edu/ecashier or select e-cashier on the ACC home page.

Be sure to have the following information:

- Nine-digit student ID number;
- The name, address, and e-mail address of the person responsible for making the payments;
- The credit card number and expiration date

Full payments are charged to the account provided on the agreement immediately.
A \$1.00 non-refundable fee will be assessed for this service.

If the payment fails for any reason, the agreement is terminated and notification is sent to the person responsible for payment.

To protect your privacy, you will need to create your own unique NELNET Access Code.
Please be sure it is something you can easily remember.

**** Transcript Request will be processed once payment is received by the College.***