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University of Rochester - Simon Business School
Office of the Registrar
245R Gleason Hall
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Phone: (585) 275-3533 / Fax: (585) 271-3907



UNOFFICIAL TRANSCRIPT REQUEST FORM

Directions

- Use this form to request an unofficial transcript only when you cannot print it yourself from: <https://transcript.simonnet.rochester.edu/>.
- Please allow 5 business days for your request to be processed.
- Grades cannot be sent via email, so please provide a fax number or mailing address.

Student Name: _____ **UID#:** _____
Please print Last First MI

Student Signature: _____ **Date:** _____
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Program: _____ **E-mail:** _____

Place original in my Simon mail folder

Mail to *(Complete name and address of the person or institution to which the unofficial transcript is to be sent):*

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