

**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. **PLEASE SUBMIT YOUR completed and signed form as a scanned attachment to an email sent to [ricketc@farmingdale.edu](mailto:ricketc@farmingdale.edu) and [brennam@farmingdale.edu](mailto:brennam@farmingdale.edu)**

**IF YOU DON'T HAVE A SCANNER, you may submit the information requested in an email sent to [ricketc@farmingdale.edu](mailto:ricketc@farmingdale.edu) and [brennam@farmingdale.edu](mailto:brennam@farmingdale.edu) Please be sure to include in your email all the information requested on this form. Allow 5 business days for processing. We will contact you by phone if we need additional information.**

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.

**DURING THE COVID-19 (Corona Virus) EMERGENCY IN NEW YORK STATE, ALL UNOFFICIAL TRANSCRIPTS WILL BE SENT TO YOU VIA EMAIL ATTACHMENT.**

**Student Data PLEASE PRINT**

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

**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 \_\_\_\_\_