**TRANSCRIPT OF RECORD**

An official transcript is one bearing the seal of the University. Official transcripts are not given to students or graduates but are mailed directly to institutions or persons considering the applicant for admission or employment. An unofficial transcript is one given to the person whose credits are listed thereon and marked “unofficial.” The University accepts no responsibility for the accuracy of an unofficial transcript after it has been issued.

Transcripts may be requested from Enrollment Services in person, in writing, or on My.Fordham.edu in Banner Self-Service. The mailing address is: Enrollment Services, 113 West 60th Street, Second Floor, New York, NY 10023. They should be requested well in advance of the date desired. No transcripts or certifications will be issued for students who have unpaid financial obligations to the University. Fordham University does not assume responsibility for transcripts that are delayed because they were not requested in time.