3. STUDENT RECORDS

3.1- Change of Name and/or Address
Correspondence from the University (including but not limited to communication by the Office of Human Resources, Office of Enrollment Services, and other non-GSAS University offices) is sent to the individual student’s mailing address on file in the Fordham University Enrollment Group. It is the student’s responsibility to notify the University of any change of address. Likewise, it is the student’s responsibility to notify the University of any change in the student’s name.

To notify the University of a change of name or address, the student must update her/his information via the my.Fordham.edu University portal. There, the student will also be prompted to complete a Personal Data Change form, which must then be submitted to the Office of Human Resources before the change can take effect.

3.2- Transcript of Record
An official transcript is one bearing the seal of the University and the signature of the University registrar.

Official academic transcripts may be issued to educational institutions, employers, scholarship/grant/fellowship organizations, application services, government agencies, etc., or to students (for personal use) provided the student discloses the intended final recipient. Current students may view their unofficial transcript online by using their credentials on my.fordham.edu. Official transcripts cannot be emailed or faxed to recipients.

Students and alumni who request an official transcript for personal use may not forward it to another party; doing so renders the transcript unofficial. Transcripts should always be issued to the intended final recipient.

The University offers secure electronic transcripts as well as mailed (paper) transcripts. Full details are available from the Office of Academic Records.

Students may request an unofficial transcript listing courses and credits and marked “Unofficial.” Students may also view their unofficial transcript via my.fordham.edu. The University accepts no responsibility for the accuracy of an unofficial transcript after it has been issued.

Transcripts may be requested from the Office of Academic Records following their outlined procedures. They should be requested well in advance of the date desired. No transcripts will be issued for students who have unpaid financial obligations to the University. A fee for immediate processing is charged for each transcript, payable at the time of request. The University reserves the right to change the fee at any time without notice.

The Office of Academic Records may use its discretion to limit the number of transcripts requested at any one time.

Fordham University will make every effort to promptly fill all requests for transcripts but will not assume responsibility for delays. All inquiries concerning issuance of transcripts must be made to the Office of Academic Records within three months of the original request.

Fordham University students who attended prior to 1990, or attended Marymount College prior to 2000, will only be able to receive hard copy transcripts.

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