Transcript Request Address

**Step 1:** Select Banner Self-Service

**Step 2:** Select Student Records

**Step 3:** Select Request Printed Transcript

Select an address where your transcript should be delivered using the following address designations: an external college code, one of your personal addresses, an internal college, or a family member or business.

- **External College Code:** [Look Up College Code]
- **One of Your Addresses:** [Select Address]
- **Internal College:** [Select College]
- **Issue to:** [Enter Address]

**Step 4:** Enter ONE transcript designation.

Note: To view your transcript or holds on your account, select appropriate link below.
**Indicates required field**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Type: *</td>
<td>Undergrad/Grad Transcript</td>
</tr>
<tr>
<td>Issued To:</td>
<td>IBM</td>
</tr>
<tr>
<td>City:</td>
<td>NY</td>
</tr>
<tr>
<td>State or Province:</td>
<td>New York</td>
</tr>
<tr>
<td>Zip or Postal Code:</td>
<td>10011</td>
</tr>
<tr>
<td>Nation:</td>
<td>United States</td>
</tr>
<tr>
<td>Area Code:</td>
<td>212</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>123</td>
</tr>
<tr>
<td>Extension:</td>
<td>4567</td>
</tr>
<tr>
<td>International Access Number:</td>
<td></td>
</tr>
</tbody>
</table>

**Step 5:** Enter transcript type (Law or Undergrad/Grad).

**Step 6:** Enter the address of the person, agency or institution you wish to receive this transcript.

**Step 6a:** Select CONTINUE.

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**Transcript Request Options**

- **Number of Copies (Up to 10):**
- **Official Transcript:**
- **In Progress Cut-off Term:**
- **Print Transcript:**

**Step 7:** Complete ALL transcript request options.

**Step 7a:** Select CONTINUE.

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**Transcript Request Summary**

- **Issued to:** IBM
- **Street:** 111 FIRST AVE
- **City:** NY
- **State or Province:** New York
- **Zip or Postal Code:** 10011
- **Course Levels:** All course levels
- **Copies Ordered:** 1
- **Official Transcript:** Yes
- **Delivery Method:** No delivery method selected
- **Cost of Order:** No charge
- **Print Transcript:** As soon as possible

**Step 8:** Verify transcript request detail.

**Step 9:** Select SUBMIT to complete transcript request process.

**Submit Request**