



Office of Admissions
 400 Riverside Dr., Johnson City, NY, 13790
 607-729-1581, x. 341 (phone) 607-770-6886 (fax)
 admissions@davisny.edu

Transcript Release Authorization Form

To the prospective student: By completing this form, you authorize Davis College to request transcripts on your behalf. Davis College may assist you in obtaining your official transcripts. However, it is ultimately your responsibility to make sure that your official transcripts have been received by Davis College. If official transcripts and/or test scores are received after the course(s) have been taken at Davis College, there will be no tuition refunds for those courses.

Instructions: Complete this form in its entirety and mail, fax, or email it to Davis College Admissions, 400 Riverside Dr., Johnson City, NY, 13790, (fax) 607-770-6886, admissions@davisny.edu

Student Information:

First Name: _____ Middle Initial: _____

Last Name (Family Name): _____

Maiden Name or Other Names Used: _____

Address: _____

Phone Number: (____)____-____

Email Address: _____@_____._____

SSN: ____-____-____

Date of Birth: __/__/____

Release Selection (Please select one option and sign):

I hereby authorize Davis College to request and process transcript(s) from my high school or GED (if applicable) and all colleges and universities I have attended.

Authorized Not Authorized

Student Signature: _____ Date: __/__/____

Your official transcripts will be received and processed by the Offices of Enrollment Management and the Registrar at Davis College. If you do not receive notification that your official transcript has been received within 30 days, please contact admissions@davisny.edu or registrar@davisny.edu.

For each institution attended, please have the official transcripts sent to:

Davis College
 400 Riverside Dr.
 Johnson City, NY, 13790