

# PROSPECTIVE EMPLOYEE TRANSCRIPT REQUEST FORM

*This form is for individuals applying for employment with Daemen College. Daemen College alumni must complete the form available from the Registrar's office.*

Please request that transcripts from both your graduate and undergraduate institutions be sent to:

**Heather Colby  
HR Assistant  
4380 Main Street  
Amherst, NY 14226-3592**

*To ensure that your transcript is filed properly, the name and social security number must match Daemen College employment records. It is your responsibility to notify the Human Resources Office if your records will be coming under a different (maiden) name.*

Name of Alumnus/Alumna: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Student #: \_\_\_\_\_

Signature: \_\_\_\_\_

My transcript request fee (if applicable) is enclosed: Yes  No