

How to Request a Transcript using Bronco Web

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

*** Please Note: Do not use slashes or dashes as part of your PIN.**

*** After three unsuccessful attempts to login, your account will be locked.**

*** If you do not know your PIN, enter your ID and select Forgot PIN.**

User ID:

PIN:

1. Sign in to Bronco Web using
your SUNY Delhi 800# and PIN

Personal Information **Student Services & Financial Aid**

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Main Menu

[Personal Information](#)

Update address

[Student](#)

Apply for Adm

[Financial Aid](#)

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

[Connect to Vancko Hall / Moodle](#)

Provide course files, discussions, quizzes, gradebook and more! " [How to login into the new version of Vancko Hall](#)

[NY-ALERT: Emergency Contact Information](#)

Enroll and update contact information to receive E-Mail, Voice and Text Messaging Alerts during Campus Emergencies

[Return to Homepage](#)

2. Locate and Click on 'Student'

Personal Information **Student Services & Financial Aid**

Search

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Student Services

[Admissions](#)
How to Apply for Admission or Review Existing Applications

[Registration](#)
Check your registration status

[Student Records](#)
View your holds, grades, transcripts, and more

[Student Account](#)
View your account summaries, statement/payment history and tax information

[Financial Aid](#)
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

[Health Center](#)
Meningitis Immunization Survey

[FACTS Payment Plan](#)
Use E-Cashier to set up your Payment Plan using your Checking/Savings Account or your Credit Card Number

[Barnes & Noble - Books](#)
Barnes & Noble - Purchase Course Books

[Parking Permit](#)
Bringing a car to campus? Register your vehicle and purchase your parking permit online. (Pick up your pre-paid permit at North Hall.)

[DegreeWorks](#)
Review course work and progress towards degree.

RELEASE: 8.6

3. Locate and Click on '*Student Records*'

Personal Information **Student Services & Financial Aid**

Search

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Student Records

Spring 2013 final grades and transcript information will not be considered complete and accurate, as viewed on Bronco Web, until 1:00pm on Friday, May 31, 2013.
The "GP" hold, if present, which temporarily blocks access to grades and transcripts during end-of-term processing will be lifted when final grade processing is complete.

[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

[Grade Detail](#)

[Academic Transcript](#)

[Request Printed Transcript](#)

[Transcript Request Status](#)

[Account Summary by Term](#)

[Account Summary](#)

[Select Tax Year](#)

[Tax Notification](#)

[Degree Evaluation](#)

[View Student Information](#)

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[Class Schedule](#)

RELEASE: 8.5.4

4. Locate and Click on '*Request Printed Transcript*'

Personal Information Alumni Services **Student Services & Financial Aid** Faculty Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Transcript Request Address

Select one of the following Destinations for your Transcript:

(1) An external college code (click 'Look Up College Code' if you don't know the college code)

OR

(2) An address of yours on file (click down arrow for choices)

OR

(3) An internal college code, i.e., division office (click down arrow for choices)

OR

(4) Use "Issue to:" to enter the name of an individual or organization (can be "Self/Pickup" if you'll be picking up your transcript at the Registrar's Office at Bush 124)

External College Code: [Look Up College Code](#)

One of Your Addresses:

Internal College:

Issue to:

[\[View Holds \]](#)

5. Select a Destination for your Transcript

- External College
 - Enter the College Code or Select '**Look Up College Code**'
- OR An Address of yours on file
- OR Internal College (Division Offices)
- OR Define a different Destination
 - Put the name of the organization or individual you are sending the transcript in the '**Issue to**' field
- OR If you want to pick up the transcript in our Office, Bush 124, enter "Self/Pickup" in the '**Issue to**' field

6. Click on 'Continue'

Personal Information Alumni Services **Student Services & Financial Aid** Faculty Services

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Select Transcript Type

Please select a transcript type. If necessary, you may update or alter the address information.

Note that "SUNY Delhi Transcript" is the only allowed selection for Transcript Type.

* indicates required field

Transcript Type: *

Issued To:

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Zip or Postal Code:

Nation:

Area Code:

Phone Number:

Extension:

International Access Number:

[\[View Holds | Academic Transcript \]](#)

7. Select 'SUNY Delhi Transcript'

8. Double Check this information

9. Click on 'Continue'

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Transcript Request Options

Number of Copies (Up to 2):

Official Transcript: ☒ Yes ☐ No

In Progress Cut-off Term:

Print Transcript:

Delivery Method:

[View Holds | Academic

10. Select Numbers of copies, Official Transcript, and use the most current term

11. Select When to print

12. Select 'Standard Mailing'

13. Click on 'Continue'

- a. Choose '**As soon as possible**' for quickest turnaround
- b. Choose '**Hold for Grades**' and the transcript will be sent at the end of the current term
- c. Choose '**Hold for Degree**' and the transcript will be sent after the degree has been awarded

Personal Information **Student Services & Financial Aid**

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Issued to:

Street:

City: Delhi

State or Province: New York

Zip or Postal Code: 13753

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

14. Triple Check this information

15. Click on 'Submit Request'

Personal Information **Student Services & Financial Aid**

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Your request has been received. Select Request Printed Transcript to enter another request.

16. Request Received

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- Once you have successfully submitted your transcript request via Bronco Web, the transcript is printed and mailed from the Office of Records and Registration within 1-2 business days.
- You can check the status of your transcript by going to step 4, and select "*Transcript Request Status.*"
- If you have any questions feel free to contact us at (607) 746-4560