

# STUDENT RECORDS

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The Student Records and Financial Services Center maintains the official records for Canisius students. This is the center where students can address issues related to course registration; making official changes including declaring or changing majors, minors, or degree programs; and formally applying for graduation. The center is located on the third floor of Science Hall. The center can also be reached by mail, phone, or email (studentservices@canisius.edu).

**Mailing address:**

Student Records & Financial Services Center  
Canisius University  
2001 Main Street  
Buffalo, NY 14208

**Phone number:**

(716) 888-2600  
(800) 238-8160

## Change of Name/Address/Phone

It is the responsibility of each individual student to notify the university of any change of name, address and/or phone number. Change-of-address forms are available on the myCanisius portal under FORMS or in the Student Records and Financial Services Center.

## Transcript

A student requesting a transcript of their academic record to transfer to another college, university, or professional school or for other purposes must complete an online transcript request at least one week before the transcript is needed. Information on how to request a transcript is available online (<https://www.canisius.edu/admissions/registration-transcripts/request-transcript/>). (<https://www.canisius.edu/admissions/registration-transcripts/request-transcript/>) In no case will an official transcript be given to a student but, in accordance with accepted practice, it will be sent directly to the institution indicated by the student. A student can request a copy of the transcript for their personal use.