

Instructions to submit a request to Registrar's Office

Go to <https://rpi-registrar.zendesk.com/hc/en-us>

Click at top right [Submit a request](#)

If **current enrolled** student sign into your RPI account and enter **RPI Email Address**. If you need to include other individuals or departments to the request separate it with a **comma**. Example student@rpi.edu , astudent@rpi.edu

CC (optional)

Add emails

If **previously enrolled student, alumni, parent or third party** enter in your email address.

Select **Yes** or **No** to question **Are you a current student, faculty, staff, alumni or previously enrolled student Yes/No (select one)?**

Are you a current student, faculty, staff, alumni or previously enrolled student Yes/No (select one)?

-
Yes
No

Enter your **RIN #**. If you do not know the RIN# please enter unknown in the RIN field as an answer. Do not enter your SSN#

RIN

Rensselaer ID Number (9 digits starts with 66). If unknown you can enter: unknown

Enter your **First** and **Last Name**

First Name

Last Name

Enter **Subject**

Subject

Under **Registrar Categories (select one of the following)**. Select the one that applies to your request/inquiry:

I am a newly enrolled student

ARCH Away

Commencement Ceremony

Co-terminal Program

Cross Registration

Degree and Enrollment Verification

DegreeWorks

Forms

Grades

Registration

Room Scheduling

Senior F Exam

Student Enrollment Data Request

Time Tickets

Transcript Request Issues

Transfer Credit

Veteran Affairs enrollment Certification

Others not listed above

Add **Description** * If you do not know the RIN# we recommend that you provide your Date of Birth so we can better assist you. *

Description

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Please enter the details of your request. A member of our support staff will respond as soon as possible.

Under **Attachments** click **Add file**

Attachments (optional)

Add file or drop files here