# Institutional Data Request Form

Please complete the form below and send it to list-ir@nyit.edu, or hard copy interoffice mail to IR, Balding House Rm. 207, Old Westbury.

**\*Please note all requests will take 10 business days from date of receipt. \***

**Name:**

**Position:**

**Department:**

**Contact info (email/phone):**

**Date of Request (month/day/year):**

**Purpose of Request:**

Briefly explain the reason this data has been requested. How will the information be used?

**Type of Information Requested**

Provide a full description of the data required. Be as specific as possible (i.e., type of data - application, enrollment, graduate, etc.; categories data should be reported by - campus, program name, etc.). If you are requesting a report that we have previously provided, please indicate the number and / or name of the report.

**Time Period (s) Required**

Specify academic years or terms data should be reported by (i.e., 2023-24 AY or fall 2024 term).