

The City College of New York Office of the Registrar Transcript Request Form

PLEASE NOTE: Print out form, fill out and send

First Name:		Last Name:	
ID Number:	Date Of Birth:	Former Name:	Phone Number:
Home Address:			Apt:
City:		State:	ZIP:
Dates of Attendance:		Date of Graduation:	
Signature:		Date:	

Print the name, office and complete address where transcript is to be sent:

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Make a selection below:

- Send Transcript now (indicate number of copies: ___)
- Send Transcript after current semester grades are posted
- Send Transcript after Degree is posted

NOTE:

Your request will not be processed if there are STOPS on your record. Clear all STOPS prior to making your request. Please provide all pertinent information. Incomplete forms will be returned for missing or incorrect information. Please allow approximately 1-7 business days for processing Transcript fee is \$7.00 per copy for official as well as student copies. There is no fee for transcripts to CUNY schools. The fee covers both graduate and undergraduate transcripts If transcripts are to be sent to multiple locations, complete a separate form for each request. Fees are payable by cash, check, money order, VISA or MASTER CARD. Make checks payable to "The City College of New York". *Please do not send cash in the mail.*