

The City College of New York Office of the Registrar

**Transcript Request Form**

**PLEASE NOTE: Fill out form, print and mail it.**

**Areas with an \* are required fields. Incomplete forms will not be processed.**

<b>*Last Name:</b>		<b>*First Name:</b>	
<b>*Name Used While in Attendance:</b>		<b>*Phone Number:</b>	
<b>*Social Security/ID Number:</b>		<b>*Date Of Birth:</b>	
<b>*Home Address:</b>			<b>Apt:</b>
<b>*City:</b>	<b>*State:</b>	<b>*ZIP:</b>	
<b>*Dates of Attendance:</b>	<b>Degree:</b>	<b>Date of Graduation:</b>	
<b>*Dates of Attendance:</b>	<b>Degree:</b>	<b>Date of Graduation:</b>	
<b>*Signature:</b>		<b>Date:</b>	
<b>† Email address:</b>			

**Destination of Transcript**

<b>*Name of Institution:</b>		
<b>Attention:</b>		
<b>*Address:</b>		
<b>*City:</b>	<b>*State:</b>	<b>*ZIP:</b>

**\*Transcript Types** (each transcript copy is **\$7.00**, copies to other CUNY colleges are FREE).

**CHOOSE ONLY ONE TRANSCRIPT TYPE PER REQUEST**

- Official copy:** Issued directly to the institution, bears the college seal.
- Unofficial/Student copy:** Issued to the student, no seal on transcript.
- Sealed copy:** Official copy with the college seal, issued to the student in a sealed envelope, to include with other documents, copy is void if opened by the student. **Name of institution/organization MUST be provided to process request.**

**\*Make a selection below:**

- Process Transcript now (indicate number of copies: \_\_\_\_)
- Hold Transcript until after Degree is posted
- Hold Transcript until after current semester grades are posted.  
 Spring \_\_\_\_ Summer 1 \_\_\_\_ Summer 2 \_\_\_\_ Extended Summer \_\_\_\_ Fall \_\_\_\_ Winter \_\_\_\_

The City College of New York  
 Office of the Registrar  
 Administration Building, Room A - 102  
 160 Convent Avenue  
 New York, NY 10031  
 Attn: Transcript Request  
 212.650.7877

**PICKING UP TRANSCRIPTS:** Picture identification is required to pick up transcripts. Name on picture id must match name on transcript. No transcript can be released without proper identification. If picking up a transcript for someone other than yourself you will need the following three items:  
 a) A picture id of yourself,  
 b) A picture id of student with signature (school id or driver's license)  
 c) A letter from the student naming you as the person allowed to pick up their transcript. The letter must be signed by the student.

**You may be able to view your transcript via our website at [WWW.CUNY.EDU](http://WWW.CUNY.EDU), the CUNY Portal, and click on e-SIMS.**

\*\*\*\*\*For official use only\*\*\*\*\*

<b>Received:</b>	<b>Date:</b>
<b>Transcript Printed:</b>	<b>Date:</b>
<b>Transcript Mailed:</b>	<b>Date:</b>

<b>Bursar Validation Area:</b>

**IMPORTANT INFORMATION:**

- The transcript fee is \$7.00 per copy for official or student academic records. Fees are payable by check or money order to "The City College of New York".
  - Transcripts issued to students are labeled STUDENT COPY. An Official transcript must be sent directly to another college, university or organization.
  - Transcripts sent to other CUNY schools are free of charge.
  - Please allow approximately 7-10 business days for processing transcripts.
  - Clear all Bursar or Financial Aid STOPS on your record by contacting Bursar or Financial Aid before making your request.
- NOTE: *Please do not send cash in the mail.*

**Please Print and Forward Request to:**

The City College of New York  
Office of the Registrar  
Wille Administration Building, Room A - 102  
160 Convent Avenue  
New York, NY 10031  
Attn: Transcript Request

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TRANSCRIPTS ISSUED TO STUDENTS ARE LABELLED "STUDENT COPY". AN OFFICIAL TRANSCRIPT MUST BE SENT DIRECTLY TO ANOTHER COLLEGE, UNIVERSITY OR TO AN OFFICAL OF AN ORGANIZATION. PLEASE ALLOW APPROXIMATELY 7-10 BUSINESS DAYS FOR TRANSCRIPTS TO BE PROCESSED.  
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