



OFFICE OF THE REGISTRAR

STUDENT INQUIRY

____/____/____
TODAY'S DATE

FILL OUT COMPLETELY (PLEASE PRINT CLEARLY):

CUNY EMPLID#				LAST NAME				FIRST NAME				M.I.
NATIONAL ID#				CURRENT PHONE #				CURRENT E-MAIL ADDRESS				
STREET				APT.	CITY			STATE		ZIP CODE		

1. EXPLAIN THE PROBLEM IN DETAIL.
2. INDICATE THE SEMESTER THAT NEEDS TO BE CORRECTED.
3. PROVIDE COPIES OF ANY DOCUMENTS SUPPORTING YOUR CLAIM.

REGISTRAR'S OFFICE STAFF: PLEASE ATTACH A PRINT OUT OF STUDENT'S RECORD ALONG WITH ANY DOCUMENTS PROVIDED BY STUDENT.

RECEIVED BY REGISTRAR'S OFFICE DESIGNEE

DATE

ORIGINAL: REGISTRAR'S OFFICE, COPY 2: STUDENT

NP/SL Updated: 10/2013

