



OFFICE OF THE REGISTRAR

SAVOY BLDG. RM. D-207 ★ (718) 518-6771

TRANSCRIPT REQUEST FORM

FILL OUT COMPLETELY (PLEASE PRINT CLEARLY):

TODAY'S DATE MM / DD / YY		LAST NAME		FIRST NAME		M.I.	
STUDENT ID#		WRITE BELOW FORMER NAME WHILE IN ATTENDANCE AT THE COLLEGE (IF DIFFERENT FROM ABOVE)					
X X X X X		LAST NAME		FIRST NAME		M.I.	
STREET			APT.	CITY		STATE	ZIP CODE
CURRENT PHONE #				CURRENT E-MAIL ADDRESS			

PLEASE CHECK (☑)

- UNDERGRADUATE 2ND DEGREE NON-DEGREE COLLEGE NOW

ARE YOU CURRENTLY ATTENDING HOSTOS? YES NO LAST SEMESTER OF ATTENDANCE: _____

ARE YOU A GRADUATED STUDENT? YES NO GRADUATION DATE: _____

CHECK IF APPLICABLE: HOLD FOR FINAL GRADES HOLD FOR GRADUATION STATUS

TYPE OF TRANSCRIPT REQUESTED (PLEASE CHECK ☑)

STUDENT COPY (FOR PERSONAL USE ONLY) Number of Student Copies Requested: _____

STUDENT COPY RECEIVED BY: _____ MM / DD / YY
SIGN ONLY WHEN COPY IS RECEIVED PICKED UP DATE

OFFICIAL COPY (NOT ADDRESSED TO STUDENT) Please fill out a separate form per Official Copy.

OFFICIAL TRANSCRIPTS ARE SENT DIRECTLY TO SCHOOLS, AGENCIES AND EMPLOYERS							
NAME OF SCHOOL, AGENCY OR EMPLOYER							
PLEASE INCLUDE DEPARTMENT OR INDIVIDUAL RECEIVING TRANSCRIPT							
ADDRESS							
CITY		STATE		ZIP CODE			

NOTICE TO STUDENTS:

- TRANSCRIPT FEE IS \$7.00 PER COPY. THE FEE IS NOT REQUIRED FOR TRANSCRIPTS SENT TO CUNY COLLEGES.
- THE COLLEGE RESERVES THE RIGHT TO WITHHOLD ALL INFORMATION ON THE RECORD OF ANY STUDENT WHO HAS NOT FULFILLED FINANCIAL & OTHER RESPONSIBILITIES TO THE COLLEGE.
- YOU ARE RESPONSIBLE FOR THE ACCURACY OF THE ADDRESS INFORMATION STATED ABOVE.

FOR OFFICIAL USE ONLY - DO NOT WRITE BELOW THIS LINE

TOTAL NUMBER OF COPIES REQUESTED BY STUDENT? _____ RECEIVED BY: _____

IS STUDENT CLEARED IN SIMS? YES NO IF NOT, TYPE OF STOP IN SIMS? _____

DEPARTMENT CLEARANCES (IF NEEDED) – PLEASE GO TO APPROPRIATE DEPARTMENT TO CLEAR STOP MARKED WITH X:

- BURSAR (D-116B) FINANCIAL AID (D-105B) LIBRARY (A-308) STUDENT RECEIVABLES (D-104B)

OFFICIAL TRANSCRIPT MAILED OUT BY _____ DATE _____

ORIGINAL: REGISTRAR'S OFFICE, YELLOW: STUDENT

NP/DC Updated: 03/2011