



TRANSCRIPT REQUEST

All transcript requests must be made IN WRITING to the CUNY Baccalaureate Registrar's Office. Please allow 5-7 business days. Transcripts going to another CUNY school are free; they may be requested in person, by fax, or by mail. All other transcripts are \$7 each, official or unofficial, and must be requested in person or by mail. Students may obtain a copy of their advisement report at http://www.cunyba.cuny.edu.

NAME: Last First MI

BANNER ID NUMBER (or last 4 digits of SSN)

ARE YOU CURRENTLY ENROLLED? Yes No DAYTIME PHONE

GRADUATION DATE DEGREE AWARDED BA BS

WHICH TYPE OF TRANSCRIPT ARE YOU REQUESTING? Official Transcript\* Unofficial (Student) Transcript

\*If you are requesting an official transcript to be sent to your home address, you must indicate on the line below the name of the institution or employer that is requesting your transcript:

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NAME AND ADDRESS OF WHERE YOU WANT THE TRANSCRIPT SENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YOUR ADDRESS (Check here if this address is different from the address we have on file):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YOUR E-MAIL ADDRESS:

SIGNATURE Please sign and date this form. No transcripts can be sent without your signature.

Signature Date

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