



TRANSCRIPT REQUEST

All transcript requests must be made IN WRITING to the CUNY Baccalaureate Registrar's Office. Please allow approximately 5-7 business days for processing. Transcripts going to another CUNY school are free. All other transcripts are \$7 each, official or unofficial. Transcripts can be requested in person, by mail or by scanning to our inbox at general@cunyba.cuny.edu.

NAME: Last First MI

EMPLID (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:

Four horizontal lines for name and address.

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

Four horizontal lines for address.

YOUR E-MAIL ADDRESS:

SIGNATURE Please sign and date this form. No transcript can be sent without your written signature. Electronic, block print or typed signatures are not acceptable.

Signature

Date

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