



State University of New York Health Science Center at Brooklyn
School of Graduate Studies
Basic Sciences Building Room 3-114A, Box 41

Document Request Form

- Official Transcript (\$5 transcript fee, if a check, payable to "SUNY")
- Student copy of transcript Enrollment verification Letter of good standing
- Graduation Certification (for students who have completed the degree program but who's degree is not yet conferred)

This form is not to be used to verify degrees. SUNY Downstate has authorized the National Student Clearinghouse to provide enrollment and all degree verifications. Alumni and attendees of SUNY Downstate School of Graduate Studies should instruct interested parties to contact the National Student Clearinghouse:

National Student Clearinghouse
2300 Dulles Station Boulevard, Suite 300
Herndon, VA 20171
www.degreeverify.org

Return this form, and any payment, to the Graduate School Office – fax: 718-270-3378, 450 Clarkson Avenue, Box 41, Brooklyn, NY 11203 - Do not hand to the Bursar, the Registrar's Office or Student Affairs.

Name: _____ ID#: _____

Graduation Date or last date of attendance: Month _____ Year _____

Student Signature: _____ Date of Request: _____ / _____ / _____

Current address: _____ Phone #: _____

_____ Cell #: _____

_____ Email: _____

Mail Document to: _____ Pick up document

FOR GRADUATE OFFICE USE ONLY : Document Processed _____ / _____ / _____ Staff initials _____