



## OFFICE OF THE REGISTRAR

2001 Oriental Boulevard | Brooklyn, New York 11235

Telephone 718 368 -5136

## Transcript Request Form

(Please bring this form to the Bursar's Office, Room A-205.)

Name: _____ Address: _____ Apt # _____ City: _____ State: _____ Zip: _____				<b>Print your name and address in the space provided. You will receive a copy of this form when the transcript has been mailed.</b>	
<b>PRINT:</b> Last Name _____ First Name _____			Dates of Attendance - From (MM/DD/YYYY): _____ To (MM/DD/YYYY): _____		
			Email: _____		
Student Number: _____	CUNY first Number: _____	Home Phone No.: _____	Cell Phone No.: _____	Work Phone No.: _____	
Name used when in attendance, if different from above: First Name: _____ Last Name: _____			Signature: _____		
<b>MAIL TRANSCRIPT TO THE INSTITUTION BELOW: (ZIP CODE REQUIRED)</b>  <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">           Name: _____            Address: _____            City: _____ State: _____ Zip: _____            Attention of: _____  <div style="text-align: right; font-size: small;">Name of Person or Office is required</div> </div>				<b>CHECK ONE:</b>  <input type="checkbox"/> Student Copy  <input type="checkbox"/> Official Copy	
<b>PLEASE CHECK ALL APPLICABLE INFORMATION - INCOMPLETE REQUESTS WILL BE RETURNED</b>  Date of Birth: ____/____/____ <div style="text-align: center; font-size: small;">MM DD</div> Ever Enrolled in <b>College Now Program</b> ? <input type="checkbox"/> YES <input type="checkbox"/> NO Currently Enrolled at <b>Kingsborough</b> ? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MAIL AS SOON AS POSSIBLE <div style="text-align: center; font-size: small;"><b>OR</b></div> <input type="checkbox"/> HOLD FOR FINAL GRADES: ____ FALL ____ WINTER ____ SPRING ____ SUMMER					
<b>TRANSCRIPT REQUEST POLICIES</b> 1. Transcript requests are processed on a first come, first served basis. 2. Please allow for unexpected contingencies and processing by both the Bursar's and Registrar's office. During peak periods, additional time may be required. 3. Each transcript is \$7.00. There is no charge if sent to another CUNY school. 4. <b>No Personal Checks will be accepted.</b>			<b>FOR OFFICE USE ONLY</b> BURSAR'S STAMP/DATE/INITIALS - ROOM A-205		