



**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       2<sup>ND</sup> 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.

<b>OFFICIAL TRANSCRIPTS ARE SENT DIRECTLY TO SCHOOLS, AGENCIES AND EMPLOYERS</b>							
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