

# Office of the Registrar

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## TRANSCRIPT REQUEST FORM

A payment of \$7.00 per transcript by check or money order, payable to CUNY GSUC, may be sent to the address above. Cash payment can be made at the Office of the Bursar, Rm 8105. There is no charge for (a) transcript(s) sent directly to another CUNY campus or to Interfolio.

This form may be mailed with a check or money order to the address above. Requests will be processed upon receipt.

This form is NOT a writable PDF form and has to be printed and signed; electronic signatures are NOT accepted. Please ensure that all grades are posted before requesting your transcript. All financial holds and other obligations must be met before transcript requests are processed.

### STUDENT INFORMATION

_____ / _____ Date of Request	_____ / _____ EMPLID (CUNYfirst ID) OR Banner ID	XXX-XX-_____ Last four digits of SSN
_____ Name: Last	_____ First	_____ MI
_____ Name while attending (if different)		
_____ Current Street Address		_____ Email
_____ City	_____ State	_____ Zip
_____ Phone #		_____ Academic Program
_____ Degree Type and Date		_____ Academic Program
Student Signature: _____		

### TRANSCRIPT MAILING INFORMATION OR PICK UP

Transcripts will be mailed by USPS mail service unless requested for pick up below.

**Please Note:** Processing time is 2-4 business days. In-person pick up is available between the hours of 9:00 am to 5:00 pm Monday-Friday.

**MAILING ADDRESS** Please print address carefully (for more than one request, attach separate sheet)

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

Check # or Bursar's Receipt #: \_\_\_\_\_

**Proof of Identification:** Valid photo ID (Driver's License, State-issued ID, Passport, CUNY GC ID) will be required at time of pick up.

I request to obtain my transcript by Pick Up

If picking up, who will pick up the transcript when it is ready?  Self  Designated Proxy

If designating a proxy, please print their name carefully: \_\_\_\_\_

\*Designated Proxy must have valid photo ID to pick up transcript.