

Transcript Request Form

To use this form it must be printed, filled out and mailed to the address above with a Money Order payable to Hunter College.

For faster service, you may also order your request online. For more details, please visit our website at <http://registrar.hunter.cuny.edu>

IMPORTANT NOTICE

Complete all items in ink. There is a \$7.00 fee for each copy of your transcript except those sent to a unit of the City University of New York. Money Orders are accepted, Credit Card payments must be done online. **We do not accept personal checks. Transcript forms received with a personal check will be returned to the sender.** All academic transcript records (Undergraduate & Graduate) will be included for a \$7.00 fee. No request will be processed unless all financial and other obligations to the college have been fulfilled. Requests are processed in the order received. **This form will not be processed without the student's signature.** All transcripts requested with an attached Priority / Express envelope will be processed along with all other requests on a first come, first serve basis. *Transcript records prior to 1960 will require 2 - 3 weeks for processing.*

_____ SOCIAL SECURITY # / ID#	_____# OF COPIES	____ / ____ / ____ DATE OF BIRTH
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Print Your Information Below

Name
Street Address
City State zip code

Federal law prohibits issuing a transcript without the student's written permission

Send Transcript To The Address Below:

Special Attention To: (if applicable)

If you attended under a different name print below		
Last Name	First Name	Middle

Dates of Attendance		
() Undergraduate	_____ - _____ Month/Year Month/Year	
() Graduate	_____ - _____ Month/Year Month/Year	
Graduate of Hunter College	_____ Degree/Year	_____ Degree/Year

<u>Check if applicable</u>			
() HOLD for current grades -	_____ Semester		
() HOLD for degree awarded notation	_____ Degree and Date		
() HOLD for grade change(s)			
_____ Course	_____ Semester	_____ Current Grade	_____ Expected Grade

Student's Signature _____ Date _____