

## **Instructions for submitting Official Transcripts- Undergraduate**

### ***College Courses Taken Prior to Brooklyn College:***

If you have attended a college prior to Brooklyn College or have taken courses sponsored by a college while in high school, we must receive an official college transcript, showing the courses and grades, for consideration of transfer credit. College courses taken at Brooklyn College or any other CUNY may be retrieved by the admissions staff. For all other colleges, please contact the Registrar's Office of the college who sponsored the courses and arrange to have an official transcript, including grades, sent to:

Brooklyn College- CUNY  
Transfer Evaluations Office  
Room 306WQ  
2900 Bedford Avenue  
Brooklyn, NY 11210

### ***Advanced Placement (AP) Exam Results:***

If you have taken Advanced Placement Examinations, you must have the official score report sent to Brooklyn College from CollegeBoard. Contact them by mail: AP Exams, P.O. Box 6671, Princeton, NJ 08541-6671; by phone: (888) 225-5427; by fax (609) 530-0482; or by email: [apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org) Our college code is 2046.

### ***College Level Exam Program (CLEP) Results:***

If you have taken CLEP, you must have the official score report sent to Brooklyn College from College Board. Contact them by phone: (800) 257-9558; by fax: (610) 628-3726; or by email: [clep@info.collegeboard.org](mailto:clep@info.collegeboard.org)

### ***International Baccalaureate (IB) Exam Results:***

If you were enrolled in the IB program in high school you must have the official score report sent to Brooklyn College. Visit [www.ibo.org](http://www.ibo.org) or contact them by phone: (301) 202-3000 or by email: [iba@ibo.org](mailto:iba@ibo.org) The certificate alone is not acceptable for transfer credit to be considered.