

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 Student Services Center
James Hall, Room 1600
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 College Board. 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 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

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 or contact them by phone: (301) 202-3000 or by email: iba@ibo.org The certificate alone is not acceptable for transfer credit to be considered.