TRANSCRIPT REQUEST FORM

BROOKLYN COLLEGE 2900 BEDFORD AVENUE, BROOKLYN NY 11210-REGISTRAR OFFICE. ROOM 306 WEST QUAD

PRINT LAST NAME, FIRST SIGNATURE

NAME USED WHILE IN ATTENDANCE CONTACT PHONE NO.
E-MAIL ADDRESS

Please fill out one request form per destination.

Box #1 Below: INSTITUTION-Please review Transcript Request Policies and Instructions.

Number of copies to this institution

UNDERGRADUATE DATES OF ATTENDANCE

GRADUATE DATES OF ATTENDANCE

STUDENT ID # (*REQUIRED, last four digits is acceptable) *SOCIAL SECURITY# OR ASSIGNED INTERNATIONAL #

CUNYFIRST ID DATES OF BIRTH

DATE RECEIVED ____________
DATE MAILED ____________

PRS _______ SIMS _______

TRANSX _______ ENCL. _______

AMOUNT RECEIVED $_________

Special Delivery Envelope:
Received:
Sent:

Special Comments:

Box #2 Below: STUDENT NAME & ADDRESS

TODAY’S DATE
You could order transcript by going onto
www.brooklyn.cuny.edu
Point on Alumni and Friends
then click on Transcripts

POLICIES AND INSTRUCTIONS

1. Official transcripts issued to student in sealed envelopes ONLY when the student supplies name of the receiving institution. In box #1 enter only the name of the receiving institution. Do not write the address of the institution. In box #2 write your full name and mailing address.

2. For official transcripts, sent directly to an institution, in box #1 write the name and full address of the institution. Please include an attention line. In box #2 write your name and address.

3. For a student copy transcript, leave box #1 empty. In box #2 enter your name and mailing address. (Printout will have unofficial and official notes and STUDENT COPY label.)

4. For an official student copy, which will not have the official college seal/signature, in box #1 write your name and full address. Please leave box #2 empty. (Printout will have only official notes and will be labeled OFFICIAL.)

5. Transcripts are $7.00 per copy. The fee covers both undergraduate and graduate transcripts. The $7.00 fee is waived for transcripts sent within CUNY.

6. Transcripts will be processed within 3-5 business days after request form is received. Impediments on your record may delay the process.