

## Transcript Requests

The transcript fee is \$7.00 (or one voucher per each transcript request for current students).  
Transcripts sent to other CUNY institutions are free.

There are two types of transcripts:

- a. OFFICIAL transcripts are sent to a college, university, an employer, etc. Official transcripts ARE NOT given directly to students unless we are given documentation (i.e. employment or education application) that specifies delivery by the applicant. In this case, the transcript will be given to you in a sealed envelope. If the envelope is opened, the transcript will no longer be official.
  
- b. UNOFFICIAL (STUDENT) transcripts, for a student's personal or general use, do not bear the official seal of the Law School.

### NOTE:

**We cannot accommodate requests for on-the-spot transcripts.**

**Transcript requests will not be processed unless all financial and other obligations to the Law School have been met.**

You may request a transcript in person, by mail, or by fax. Faxed requests must be followed by voucher (applies to current students) submission or transcript fee payment. Transcript requests must be signed by a student (requests cannot be taken by phone or via e-mail). **Requests for transcripts will be honored as quickly as possible (generally 3 to 5 business days after receipt of request).**

All transcript requests must contain the following information:

- Your current address and phone number
- Your full name (first and last)
- Any former names you have had
- Social Security Number (You must also indicate whether you want your full social security number or just the last four digits on the transcript, or none at all.)
- The complete name and address where the transcript is to be mailed
- Your signature to authorize release of your transcript
- Total number of transcripts needed

### Mailing Address:

Office of Registration and Student Records Management  
CUNY School of Law  
65-21 Main Street  
Flushing, New York 11367

[Transcript Request Form](#)