TRANSCRIPT/RECORDS REQUEST FORM

For each transcript request (official or student copy) there is a fee of $7; however, there is no fee for transcripts sent to other CUNY institutions. In person requests can be paid by cash (exact amount only), check, or money order (payable to CUNY School of Law). The fee for mailed requests must be paid by check or money order. No request will be processed unless all financial and other obligations to the Law School have been fulfilled. Requests for transcripts will be honored as quickly as possible – generally 2 to 3 business days after receipt of request.

NAME: ___________________________ DATE: ___________________________

If in attendance under another name, indicate name: ________________________________________________________________

S.S. #: (last 4 digits):________________________ 8-Digit CUNYfirst ID: __________________________

Street Address: __________________________

City: ___________________________ State: ___________ Zip: ___________

Day Phone: (____) ___________________________ e-mail: __________________________

Currently in Attendance?  ( ) Yes ( ) No
Graduated from CUNY School of Law?  ( ) Yes ( ) No  If yes, date: ___________

Signature: __________________________________________________________
(Required as authorization to issue transcript/records)

Official Transcript*: ___________________________
Number of Copies: ______

Unofficial Transcript (Student Copy): ___________________________
Number of Copies: ______

*Official transcripts ARE NOT given directly to you 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.

Do you want to pick up the transcript? ( ) Yes ( ) No

Would you like your transcript sent by PDF? ( ) Yes ( ) No
This is for unofficial transcripts only unless you want an official transcript sent for employment or educational purposes; if so, you will still need to provide documentation as mentioned above.

Name and address of Recipient:
________________________________________________________________________
________________________________________________________________________

Check the appropriate box if you would like to hold your transcript for:
□ FALL GRADES  □SPRING GRADES  □ SUMMER GRADES

Check the appropriate box to request a copy of the following: □ Law School Application □ Personal Statement □ Resume

RECORDS OFFICE ACTION ONLY
Date Provided: 1) Transcript-Student Copy___________   2) Official Transcript_______
3) Law School Application/Personal Statement/Resume___________

03/2014