

HOW DO I GET MY TRANSCRIPT?

The only way to allow colleges to see what you have done here at Hunter is by sending them your Hunter transcript. Your high school transcript will not include your College Now courses. In considering how to send colleges your transcript, you have a few options from which to choose; however, all of these options require your knowledge of your social security number. If you did not provide us with your social security number on your original application, we had to give you a 'dummy' ID number so that Hunter could identify you with a specific number. Your ID number (whether your actual ss# or your dummy #) can be found on your program merge.

Please write that number down here _____ and keep this sheet with you, as a reminder, until you are ready to order your transcript.

The unofficial transcript

Unofficial transcripts will show the class you took and what grade you received. You can print this out for free on your home computer by logging on to your CUNY Portal account. For instructions on how to set up your CUNY Portal account, click on the following link: <http://www.hunter.cuny.edu/icit/help-docs/cuny-portal-id-walkthrough>. Once you create your account, log in, and scroll down to ESIMS. You can print an unofficial transcript from here.

The unofficial transcript is useful when you are applying to schools and want to show how well you have already done in a college-level class. It is NOT acceptable for official credit transfers.

The official transcript

The official transcript is official because it is sent directly from Hunter's Registrar Office to the College Admissions Office of your choice. You can order official transcripts in two ways. You can either go to the Registrar's Office (called the OASIS in Room 217 HN) to order them in person. Transcript requests are usually processed within one week of their receipt. During busy times (end of each semester) it may take as long as three weeks. You can also order them from the Registrar's website at <http://registrar.hunter.cuny.edu/transcripts.shtml>. Transcript requests ordered online will be processed within five to ten business days. Each transcript will cost \$7 and if you order them online, there is an additional \$2 processing fee.

This option should be used in two circumstances. Once you have made a final decision on which college you will be attending, you will need to send an official transcript to the Admissions Office so that they can evaluate the course (or courses) that you took, the grade you received, and award you credit at their institution for the work you have done at Hunter. Secondly, if a college has received your unofficial transcript, but asks for an official transcript for further review before you have even been accepted, you should send them your official transcript. Because this option costs money, we do not encourage students to send official transcripts to all schools they apply to, especially if it is more than 5.

If you have any further questions regarding this process, please visit our office in the Welcome Center Room 100 HN, or email Ms. Omyra Gonzalez at omyra.gonzalez@hunter.cuny.edu or Mr. Erlyn Mendez at emmendez@hunter.cuny.edu

Note: Sending official transcripts to other CUNY schools is free.

