

Transcript Request Form

To use this form it must be printed, filled out and mailed to the address above with a Money Order payable to Hunter College.

FOR FASTER SERVICE, YOU MAY ALSO ORDER YOUR REQUEST ONLINE.

For more details, please visit our website at <http://hunter.cuny.edu/onestop>

IMPORTANT NOTICE

Complete all items in ink. There is a \$7.00 fee for each copy of your transcript except those sent to a unit of the City University of New York. Money Orders are accepted, Credit Card payments must be done online. **We do not accept personal checks. Transcript forms received with a personal check will be returned to the sender.** All academic transcript records (Undergraduate & Graduate) will be included for a \$7.00 fee. No request will be processed unless all financial and other obligations to the college have been fulfilled. Requests are processed in the order received. *Transcript records prior to 1960 will require 2 - 3 weeks for processing.*
NOTE: Requests for unofficial transcripts may be processed immediately, however official transcripts cannot be provided 'on the spot'.

_____ CUNYFIRST ID OR SSN#	_____ # OF COPIES	____ / ____ / ____ DATE OF BIRTH
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Print Your Information Below

Name		
Street Address		
City	State	Zip Code
Current Email	Current Phone Number	

If you attended under a different name print below

Last Name	First Name	Middle
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Dates of Attendance

() Undergraduate _____ - _____
Month/Year Month/Year

() Graduate _____ - _____
Month/Year Month/Year

Send Transcript To The Address Below:

Special Attention To: (if applicable)

Check if applicable

() HOLD for current grades - _____ Semester

() HOLD for degree awarded notation:

 Degree and Conferral Date

() HOLD for grade change(s)
 _____ / _____
 Course Semester Current Grade Expected Grade

Student's Signature _____

Date _____