

# Transcript Request

## Order Transcript Online

The quickest way to send a transcript is to [order it online](#). Hunter College uses Credentials Inc. to process online transcript orders.

The online ordering system is available 24/7/365.

Recipients will receive completed transcript within three to five business days.

Students ordering online will receive notifications, via email, on the status of the request.

Transcript records prior to 1960 are stored off site and will take 2-3 weeks to be processed.

There is an additional \$2 fee for use of this online service.

Students will need to use a valid major credit card for payment.

For more information, please see the [TranscriptsPlus® Frequently Asked Questions](#). Remember, a transcript will not be processed if there are any negative service indicators ("STOPS") on the record (i.e. Bursar, Library, Financial Aid etc.) The system will alert students immediately, via e-mail, if there are any problems with their order.

[Check the status of your transcript online order.](#)

## Order Transcript with a Paper Request Form

[Paper transcript request form](#) (PDF) must be signed by the requesting student. Please fill out form completely and legibly.

### Form Delivery Options

1. In person:
  1. Bursar's Office, Room 238 North: Cash or money order will be accepted (in person only), during business hours. Obtain a receipt for your payment. You will then be required to bring receipt of payment and form(s) to One Stop Office, Room 217 North, during business hours. *No personal checks accepted for transcripts.*
  2. The One Stop Office, Room 217 North: Bring signed form with money order (see fees below), during business hours. *No cash or personal checks accepted.*

2. By mail: Sign and mail request form(s) with money order (see fees below) to the Office of the Registrar, Transcripts Division (see address below). *No cash accepted by mail. Money orders are not to be mailed to the Bursar for transcripts.*

Office of the Registrar, Transcripts Unit  
Hunter College  
695 Park Avenue, Room 223 North  
New York, NY 10065

### **Transcript Fees**

There is a \$7 fee for each copy of your transcript except those sent to a unit of the City University of New York, for which there is no fee. Online service requires an additional \$2 fee for all requests.

### **[Apostille Seal](#)**

An Apostille Seal is an internationally recognized form of authentication used for public documents. It is obtained in order to demonstrate a document's validity. To obtain an "Apostille Seal," eligible documents should be presented at the One Stop for Students in Room 217 North. Eligible documents include the following: original diploma, copy of original diploma, official transcript, and Certification of Enrollment letter.

### **Transcript Request Policy and General Information**

Please Note: Requests for unofficial transcripts may be processed immediately at the One Stop Office, however official transcripts cannot be provided 'on the spot.' 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. Transcripts records prior to 1960 are stored off site and will take 2-3 weeks for processing. Please plan ahead and submit your requests at least three weeks before your deadline.

**Requests cannot be taken by phone, as a signature is required.** If you need your request to be held for current semester grades, degrees, grade changes, or if you need any special handling such as using separate sealed envelopes, please specify with clear instructions. Transcript requests with a priority mail or express mail envelope attached will be processed along with all other requests on a first come, first served basis. We cannot accept Federal Express or UPS envelopes.

All financial and other obligations to the college must be met before transcript requests will be processed. Official and unofficial transcripts have the same [fees](#).