

Queens College
Officially Sealed Transcript Request Form

Before completing this form make sure to read our [Frequently Asked Questions](#) on the web about transcripts. Type the required information in the appropriate boxes below before printing this form. This form **SHOULD BE PRINTED on White paper, Portrait, and Letter Size**. Print, sign the form and return it with your **\$7.00 check or money order** (per each transcript request), payable to Queens College (no cash please) to: **Queens College, Transcript Unit, 65-30 Kissena Blvd - J.H. 1st Floor, Flushing, N.Y. 11367. INCOMPLETE FORMS WILL BE RETURNED to the student.**

PLEASE PRINT

Last Name:	First Name:	MI:	Former Name:
ID# or SS#:	Phone #:	DOB:	
Indicate Dates of Attendance Undergraduate:		Degree(s) Awarded Type: Degree(s) Awarded Date:	
Indicate Dates of Attendance Graduate:		Degree(s) Awarded Type: Degree(s) Awarded Date:	
Indicate which record(s) you are requesting: Undergraduate [] Graduate [] Both []			

NOTE: OFFICIALLY SEALED TRANSCRIPTS may be mailed to the student **ONLY** if the student provides **the name of the institution, city and state** under the SECOND BOX BELOW; do not include the address because the transcript will be mailed to the student's home. If the transcript is for a CUNY school, provide documentation or a pre-printed envelope from the CUNY School with this form.

In order to expedite the processing of your transcript do the following:

- * **Stay within the lines.** This form is used in a window envelope. Make sure **all outstanding holds** are **clear** before requesting your transcript.
- * **PRINT and FILL OUT TWO (2) COPIES OF THIS FORM** per transcript request.

Student's Signature:	Today's Date:
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Send transcript to: (STAY WITHIN THE LINES. This form will be used in a window envelope.)

My Name:
My Address:
City/ State/ Zip:

I am forwarding this Officially Sealed Transcript to:

OFFICIALLY SEALED TRANSCRIPT MAILED TO STUDENT
School, Institution or Organization:
City/ State:

Check If Applicable:

- [] Hold for **Current Grades:** Spring _____ Summer _____ Fall _____ Winter _____
- [] Hold for **Degree Award** notation: February _____ June _____ September _____
- [] Hold for **Grade Change:** Semester: _____ Course Name: _____ Course Number: _____

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