

**Queens College**  
**Official 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 <b>Undergraduate:</b>		Degree(s) Awarded <b>Type:</b> Degree(s) Awarded <b>Date:</b>	
Indicate Dates of Attendance <b>Graduate:</b>		Degree(s) Awarded <b>Type:</b> Degree(s) Awarded <b>Date:</b>	
<b>Indicate which record(s) you are requesting:</b> Undergraduate [ ] Graduate [ ] Both [ ]			

**NOTE: OFFICIAL TRANSCRIPTS** bear the seal of the College and the signature of the Director of the Office of the Registrar. **Official Transcripts are mailed directly to employers, schools, or any other institution.** Transcript requested for any other CUNY school or The University Application Processing Center is free of charge.

**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.)

School or Organization:
Address:
City/ State/ Zip:

**My name and address:**

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

**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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ID# or SS#:	Phone #:	DOB:	
<b>Indicate Dates of Attendance Undergraduate:</b>		<b>Degree(s) Awarded Type:</b> <b>Degree(s) Awarded Date:</b>	
<b>Indicate Dates of Attendance Graduate:</b>		<b>Degree(s) Awarded Type:</b> <b>Degree(s) Awarded Date:</b>	
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