

**Queens College**  
**Registrar's Office**  
Jefferson Hall, 1st Floor  
Flushing N.Y. 11367-1597

**SUMMER SESSION GRADE REPORT  
FOR VISITING STUDENTS**

- » Fill out this form **ONLY** if you are attending as a **visiting student for the summer**.
- » This grade report will be sent to your **Home College** free of charge as a courtesy.
- » This request must be submitted **BEFORE** the **LAST WEEK OF CLASSES**.
- » Any request made after the deadline will require a **\$7.00 transcript fee** (per each transcript request).
- » You can expect your grade report to be mailed to your home college two weeks after the end of session 2L.

**Please indicate below the session(s) you are attending.**

<b>Last Name:</b>	<b>First Name:</b>	<b>MI:</b>	<b>Former Name:</b>
<b>Student ID # or SS#:</b>	<b>Phone #:</b>	<b>DOB:</b>	
<b>Summer Session 1: ( ) S ( ) L</b>	<b>Summer Session 2: ( ) S ( ) L</b>		
<b>Signature:</b>	<b>Today's Date:</b>		

**In order to expedite the processing of your grade report please do the following:**

- \* Stay within the lines. This form is used in a window envelope.
- \* **Print** and **fill out** two **(2) copies** of this form. **Incomplete and unsigned forms will be returned to you.**

**MAIL GRADE REPORT TO:**

<b>Home College:</b>
<b>Address:</b>
<b>City/State/Zip:</b>

**My name and address:**

<b>My Name:</b>
<b>My Address:</b>
<b>City/State/Zip:</b>

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