

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

**WINTER SESSION GRADE REPORT
FOR VISITING STUDENTS**

- » Fill out this form **ONLY** if you are attending as a **visiting student for the winter**.
- » Type the required information in the appropriate boxes below before printing this form.
- » This grade report will be sent to your **Home College** free of charge as a courtesy.
- » This request must be submitted **BEFORE** the **LAST DAY 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 winter session.

Last Name:	First Name:	MI:
Student ID # or SS#:	Former Name:	DOB:
Winter Session:	Phone #:	
Signature:	Today's Date:	

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:

Home College:
Address:
City/State/Zip:

My name and address:

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

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