

## Instructions for Sending Transcript/Marksheet Request Forms to Institutions Abroad

Queens College of the City University of New York requires that all applicants submit complete official transcripts/marksheets of all postsecondary education. To be considered official, these documents must be sent directly from the institution to the Office of Graduate Admissions at Queens College. Please use the attached Transcript/Marksheet Request Form(s) to request documentation from institutions outside the United States.

Carefully follow the instructions below to avoid delays in having your official documents sent to Queens College. Because your application is *incomplete* until all official documents are received, failure to comply with these instructions will hold up the processing of your application.

**Please print all information,** except where a signature is requested. It is a good idea to keep photocopies of all forms that you send.

### The following information must be filled in on the Transcript/Marksheet Request Form(s):

- Name of the institution you attended
- Your full name as it appears on your grade report (If your present name is different, print it in parentheses as an addition.)
- Your Student ID Number, gender, and date of birth
- Dates you attended the institution
- Any additional information that may be required or helpful (for example, exam number, seat number, roll number, date of exam, faculty, or department)
- Your **signature** (do **not** print) and the date of the transcript request
- Your present address

If a fee is charged for the transcript, be sure to send it along with your request.

#### Address your envelope(s) and registered air mail receipt(s) as follows:

- For all countries except Bangladesh, India, or Pakistan: to the Registrar or applicable office.
- For Bangladesh, India, or Pakistan: to the name of the issuing institution (i.e., send it to the university).

Send your request by **Registered Air Mail** directly to the *appropriate office* of each institution you attended abroad as soon as possible, and **keep the Postal Receipt** as proof that your request was sent. (You will need this proof if the institution does *not* send the requested documentation.)

Queens College will *not* mail the request for you. It is your responsibility to forward the required request form(s) to the institution(s) attended. The Registered Air Mail Receipt must be completed in *English* with the appropriate information as indicated in the example shown on the reverse side of this instruction sheet.

One month after you send your first request form(s) by registered air mail, you should submit a **second request**, whether or not you have received confirmation from the institution(s). After you send the second registered air mail request, you may bring photostatic copies of your original transcript(s)/marksheet(s) and copies of all your registered air mail receipts to the Office of Graduate Admissions, or mail photostatic copies of all registered air mail receipts and legible copies of your complete original transcript(s)/marksheet(s) to:

Queens College, CUNY
Office of Graduate Admissions, JH 105
65-30 Kissena Boulevard
Queens, NY 11367-1597 USA

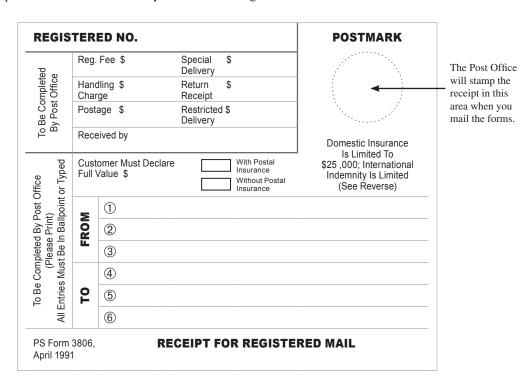
The submission of **two registered mail receipts (dated one month apart)** for each institution attended with photostatic copies of all documents does **not** guarantee that your application will be processed. All decisions regarding official or unofficial documentation and the processing of your application are at the discretion of the Director of Graduate Admissions.

Transcripts, marksheets and/or other educational credentials that have been altered in any way will NOT be accepted.

#### PREPARING A REGISTERED AIR MAIL RECEIPT

Obtain a Registered Mail Receipt from the Post Office and **print** the following information in the areas shown below:

- 1 Your name
- ② Your home address
- 3 Your city/state/ZIP code
- 4 Name of institution
- ⑤ Applicable office or board
- 6 Mailing address



The receipt MUST be completed in ENGLISH!





# Transcript/Marksheet Request

То:	Registrar, _	(Name of instit	ution attended)						
From:	The Directo	r of Gradua	te Admissions						
York. T academ address report, received	To determine the control of the cont	s candidate's at your insti Please includ ginal langua emester and	s below is an applicant to eligibility for admission tution. Official copies of e a transcript (official att ge (along with an English year by year. Please returnailing address is:	, we must eva f these docum ested universi n translation, i	luate all docu ents must be ty marksheets f possible) of	ments concerning mailed directly to s, releves de notes the courses/subje	the student to our office, notas, indesects taken an	es at the ex grade ad marks	
Office 65-30 I	s College, CU of Graduate A Kissena Boule ss, New York	dmissions, vard	JH 105						
Please	print all infor	mation exce	pt for signature.						
Name_	(Print full name as	it appeared in you	r academic record at the institution	n you attended.)					
Student	ID Number	ID Number Date of birth							
Gender	Identity:   N	Tale Conbinary	☐ Female ☐ A gender not listed		nsgender specified	Month  Gender nor	Day nconforming	Year	
Dates o	of attendance:	From	Month Year	Month	Year				
Other I	nformation (if 1	required)							
			ne release of my academi tinent documents direct						
☐ I hav	ve enclosed the	required fee	for the documents.						
Signatu	ıre				Date				
Address	SNumber and stre	et		Apt. #	Town	n or city	State	ZIP code	

