



TRANSCRIPT REQUEST

Official transcripts are only released to other institutions or workplaces. Only unofficial transcripts are released to students or alumnus. All outstanding accounts must be resolved for transcript to be released. Transcripts sent to another CUNY College are free. Official transcript sent to non-CUNY colleges, workplaces, and unofficial transcripts are \$7 per transcript in check, money order, cash (in-person only), and credit card (via TranscriptPlus only). There is no credit card payment in-person. Transcript requests generally take 5-10 business days for processing. For expedited service, student must provide the expedited postal envelope, the correct postage, complete the recipient address, and submit these items along with this application and the appropriate fee.

Completed by Student (Answer all fields)

First Name: _____ Last Name: _____

Student ID: _____ - _____ - _____ Email Address: _____

Student's Contact Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

Please answer the following questions so that we may process your request quicker:

Are you currently enrolled at John Jay College of Criminal Justice? Yes No

Do you want this transcript request be held until current grades are posted? Yes No

Did you attend John Jay College before September 1997? Yes No

Was your degree completed? Yes, (Month, Year) ____/____ No

Type of degree to be sent? Undergraduate Graduate Both

What is the type of transcript requested? Official Unofficial/student

Transcript Recipient Information/Address (Maximum 4 lines)

Student Signature: _____ Date: _____

For Office Use Only

Rec'd By: _____ Date: _____

Fee Paid: Yes, \$____ No, McNair Free to CUNY No _____ # of O/C:____ # of S/C:____

Comments from Receiver: _____

Processed By: _____ Date: _____