



Transcript Request Form

Note: Transcripts of students who have attended after 2003 will not include a middle name/initial, the birth year, or a full social security number.

- **Holds:** A transcript cannot be processed if the student has a hold(s) on the record (i.e. Bursar, Library, Financial Aid, etc.). The "hold" must be removed (by the appropriate office) before a transcript can be processed.
- **Fees:** Transcripts sent to non-CUNY colleges and other organizations are \$7 per transcript.
Payment accepted: Check or Money Order (Payable to John Jay College) or Cash (In-Person only).
- CUNY First Students **do not** need to send hard copy transcripts to another CUNY Admission/Registrar Office.
- **Processing time:** 5-7 business days

Completed by Student (Answer all fields)

First Name: _____ Last Name: _____

Other name(s) used while in attendance _____

CUNYfirst EMPLID# _____ Last Four of Social Security# _____ Date of Birth _____

Email Address: _____ Telephone: (_____) _____

Student's Address: _____

Please answer the following questions:

- Do you want this transcript request to be held until current semester grades are posted? Yes No
- Do you want this transcript request to be held until degree(s) are posted? Yes No
- Did you attend John Jay College before September 1997? Yes No
- Was your degree completed? If Yes, (MM, YY) ____/____ No
- Which Academic Career(s) do you have with John Jay? Undergraduate Graduate
- What is the type of transcript requested? Amount of copies? Official ____ Student (Unofficial) ____

Recipient Information: Name & Address (Minimum 4 lines)

This is the address where you want your transcript to be sent. Your request will not be processed unless a full address is provided, including the office/name of recipient. (ex: Registrar's Office, John Jay College, 524 W 59th street 10019)

Student's Signature: _____

Date: _____

For Office Use Only

Transcript Request Received by:	Date of receipt:
Request processed by (Registrar):	Date of completion:
Comments:	Fee Paid: <input type="checkbox"/> Bursars <input type="checkbox"/> McNair (Program director letter) <input type="checkbox"/> CUNY to CUNY (Free) – Request must include Office and Name of College.