



Registrar

## TRANSCRIPT REQUEST

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 and unofficial transcripts sent to non-CUNY colleges and workplaces are \$7 per transcript in check or money order (in-person only), and credit card (via Credentials Solutions Inc.). There is no credit card payment in-person at the Office of the Registrar. Transcript requests generally take 5-10 business days for processing. For expedited service, student must provide an expedited postal envelope, the correct postage, complete the recipient address, and submit these items along with this application and the appropriate fee.

**Please Note:** Transcript attendance after 2003 will not include a middle name or middle initial, the year of birth, and a full social security number.

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### Completed by Student (Answer all fields)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Name Used While Attending John Jay College \_\_\_\_\_

CUNYfirst EMPLID# \_\_\_\_\_ Last Four of Social Security# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address: \_\_\_\_\_ Student's Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

### Please answer the following questions:

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

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

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

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

Was your degree completed?  If Yes, (Month, Year) \_\_\_\_/\_\_\_\_  No

Type of degree to be sent?  Undergraduate  Graduate  Both

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

### Transcript Destination Information/Name & Address (Minimum 4 lines)

This is the address where you want your transcript to be sent. You must enter a full address here or your transcript request and payment will be returned.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### For Office Use Only

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid:  Yes  No, McNair – Program Director Letter  Free to CUNY Number of Copies: \_\_\_\_\_

Comments from Receiver: \_\_\_\_\_

Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_