QUEENSBOROUGH COMMUNITY COLLEGE CUNY

Office of the Registrar
TRANSCRIPT REQUEST FORM
(for in-person and mail-in requests)

Instructions:
1. Complete all 5 items.
2. Submit this form to the Office of the Registrar.
Requests are processed in the order received. Please allow 10 days for delivery.

NOTE: Students with any outstanding account (i.e. Hold) with the college cannot receive transcript services. There is no fee for a transcript sent to a unit of The City University of New York, all other transcripts cost $7.00. Payments in person made to Bursar.

1. Enter the last 4 digits of SS# and complete CUNYFIRST ID #, in the spaces provided.

Last 4 Digits SS# ☐ ☐ ☐ ☐   CUNY FIRST ID # ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

2. Enter your current name and contact information below.

Former Name _____   Date of Birth (MM/DD/YYYY)
(when attending Queensborough)   ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Current Name _____

Address _____

City _____ State _____ Zip _____

Email _____ Telephone # _____

3. Please answer the questions by checking the appropriate boxes.

Hold for grades ☐   Hold for degree ☐   Time attended QCC? After 2000 ☐ Before 2000 ☐

Official Copy ☐   Official Sealed to Third Party ☐   Unofficial Copy ☐
(mailed to student)

4. Enter **EXACT** Name and address of Institution or Employer.

Name _____

Address _____

City _____ State _____ Zip _____

5. You **MUST** sign and date on the line below in order to release your record (FERPA required) or this request will not be granted.

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