

YORK TRANSCRIPT REQUEST

*Note: All transcripts should be ordered on <http://www.york.cuny.edu/registrar/transcripts>. Fees: \$7.00

Paper requests will take 5-7 business days for processing. Online requests will be processed within 48 hours.

*Cunyfirst ID: _____ Social Security Number (last four digits) _____

*NAME: _____
 Last (*indicated on York College record) First M.I.

*NAME: _____
 Last (*if different than above) First M.I.

*Address: _____

*City _____ *State _____ *Zip _____

*Phone: Home _____ Cell _____ Work _____

York College Email: _____

Attended from: _____ Attended to _____ York Graduate: _____
 Degree/Year

Order transcript on-line at <http://www.york.cuny.edu/registrar/transcripts>. Transcript requests to CUNY and the University Application Processing center are free all others are \$7.00. (No PERSONAL CHECKS) DO NOT MAIL CASH!!!

Send immediately 5-7 business days End of term hold HOLD for Degree

Hold for Grade Change _____ Course _____ Semester _____ Current Grade _____ Expected Grade _____

ALERT: If there is a financial block on your record transcript requests will not be processed. Written authorization is required, by the student, for third party delivery. **Official transcripts will be sent to an institution or agency only; also transcripts will not be mailed to students unless written instructions are included from the requesting institution.** Transcripts pre-1975 requires (2) weeks for processing. Allow additional processing time for all transcripts during registration.

List Transcript Order:

<u>Name of College/Company</u>	<u>Address</u>	<u>Attention to</u>	<u>Number of copies</u>

*Student Signature _____ Date _____

*Required
 *Disclaimer: All information provided will be used to update York College records.

REGISTRARS OFFICE USE ONLY:

Check all that apply SIMS ARCHIVE CUNYFIRST