YORK College CUNY The City University of New York
Office of the Registrar
94-20 Guy Brewer Blvd., Jamaica, NY 11451
Phone (718) 262-2145 * Fax (718) 262-2631
registrar@york.cuny.edu

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 Empl Id (8 digits):**_____ **Social Security#**_____

***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 Chg.

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:

Name of College/Company	Address	Attention to	Number of copies

_____ _____
*****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 Rev 12/2013