



### Transcript Request Form

**Student's Photo I.D. is required to submit this form, and to pick up a transcript.**

<p>Name: _____                  Address: _____ Apt # _____                  City: _____ State: _____ Zip: _____</p>		Request for transcript should be sent to: <b>Kingsborough Community College                  Bursar's Office                  2001 Oriental Blvd.                  Brooklyn, NY 11235</b>		
<b>PRINT:</b> Last Name _____ First Name _____		Dates of Attendance - From (MM/DD/YYYY): _____ To (MM/DD/YYYY): _____		
Social Security Number: _____		Home Phone No.: _____	Cell Phone No.: _____	Work Phone No.: _____
Name used when in attendance, if different from above: First Name: _____ Last Name: _____		Date: _____	Student's Signature: _____	
<b>MAIL TRANSCRIPT TO THE INSTITUTION BELOW: (ZIP CODE REQUIRED)</b>		<b>NOTE: Transcripts sent to UAPC or other CUNY Colleges will include CUNY ACT Skills Assessment scores.</b>  <input type="checkbox"/> Student Copy <input type="checkbox"/> Official Copy		
<p>Name: _____                  Address: _____                  City: _____ State: _____ Zip: _____                  Attention of: _____</p> <p style="text-align: center; font-size: small;">Name of Person or Office is required</p>				
<b>PLEASE CHECK ALL APPLICABLE INFORMATION - INCOMPLETE REQUESTS WILL BE RETURNED</b>				
Date of Birth: ____ / ____ / ____ <span style="margin-left: 40px;">MM DD YYYY</span>				
Ever Enrolled in <b>College Now Program</b> ? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Currently Enrolled at <b>Kingsborough</b> ? <input type="checkbox"/> YES <input type="checkbox"/> NO				
<input type="checkbox"/> MAIL AS SOON AS POSSIBLE <b>OR</b> <input type="checkbox"/> HOLD FOR FINAL GRADES:    ____ FALL    ____ WINTER    ____ SPRING    ____ SUMMER				
<b>TRANSCRIPT REQUEST POLICIES</b> 1. Transcript requests are processed on a first come, first served basis. 2. Please allow for unexpected contingencies and processing by both the Bursar's and Registrar's Office. During peak periods, additional time may be required. 3. Each transcript is \$7.00. There is no charge if sent to another CUNY school. 4. <b>No Personal Checks will be accepted.</b>		<b>FOR OFFICE USE ONLY</b> BURSAR'S STAMP/DATE/INITIALS - ROOM A-205		