

## TRANSCRIPT REQUEST FORM

Please print clearly and fill in all portions of the form.

A processing fee of \$7.00 is required for each transcript except those transcripts sent to any unit of the City University of New York (CUNY). Please submit check or money order payable to Baruch College. You may also order your official transcript online with an additional surcharge of \$2 at <https://www.parchment.com/u/registration/33571/institution>. Any question or comments please email us at [TRANSCRIPTS@Baruch.cuny.edu](mailto:TRANSCRIPTS@Baruch.cuny.edu)

REGISTRAR'S OFFICE USE ONLY		
PAID <input type="checkbox"/>	AMOUNT: _____	INITIAL: _____
TRANSCRIPT PRINTED		
INITIAL: _____	DATE: _____	

### STUDENT INFORMATION

_____	XXX— XX—	_____
EMPLID (CUNYFirst ID)	Last four digits SSN	Date of Birth
Name: Last _____ First _____ MI _____ Name while attending (if different) _____		
Current Street Address _____		Day Phone _____
City _____	State _____ Zip _____	Email Address _____
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate            Graduated ? <input type="checkbox"/> If No, Dates of Attendance <input type="checkbox"/> If Yes, Degree and Date: _____		

### TRANSCRIPT REQUEST 1

Quantity <input type="text"/> Type <input type="checkbox"/> Official <input type="checkbox"/> Unofficial Please choose: <input type="checkbox"/> Mail <input type="checkbox"/> Pick up <input type="checkbox"/> Hold for degree posting <input type="checkbox"/> Hold for current term grades	<b>Please print name and address of recipient.</b> _____ _____ _____ _____ _____
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### TRANSCRIPT REQUEST 2

Quantity <input type="text"/> Type <input type="checkbox"/> Official <input type="checkbox"/> Unofficial Please choose: <input type="checkbox"/> Mail <input type="checkbox"/> Pick up <input type="checkbox"/> Hold for degree posting <input type="checkbox"/> Hold for current term grades	<b>Please print name and address of recipient.</b> _____ _____ _____ _____ _____
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Requests are processed in 2-3 business days of receipt. However, students who attended prior to 1981, requests are processed in 3-5 business days.

Transcript requests will not be processed unless all financial and other obligations to the college are met.

Your signature is required to authorize the issuance of your transcript.

_____	_____
Student's Signature	Date