



# International Transcript Request Form

## for Students Educated Outside the U.S.

### APPLICANT

**After you have submitted a CUNY Admission Application, you are required to submit a complete official transcript/mark sheet from each post-secondary institution attended.** Please complete this form and submit it to the office responsible for issuing official academic records at the colleges/universities you have attended.

Your CUNYfirst ID Number

Last/Family Name \_\_\_\_\_ (as it appears on college transcript/marksheet) First Name \_\_\_\_\_ (as it appears on college transcript/marksheet) Date of Birth / /

Address \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Institution Attended \_\_\_\_\_

Student Id / Roll # at College Attended \_\_\_\_\_ Dates of Attendance: /  to /

Program of Study \_\_\_\_\_ Degree/Diploma/Certificate Earned \_\_\_\_\_ (if applicable) Year Awarded \_\_\_\_\_

**I authorize the release of my records to The City University of New York.**

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

### ISSUING INSTITUTION

The above named student is applying for admission to CUNY. We require that a copy of their complete academic record be sent directly to the University Application Processing Center (UAPC). The record should indicate the name of each subject taken, the marks received and how each course has been weighted. Please include a statement indicating the grading scale used. If the student was not granted any marks/credits or does not have a record on file at your institution, please send us a statement explaining the reason. Any additional information that is relevant to the student's academic record should also be sent.

**Please fill out the information below, attach it to the academic record, place them in a sealed envelope with your institution's stamp/seal and send it to CUNY/UAPC at the addresses below:**

#### Regular Mail

**Transfer International Admission**  
CUNY/UAPC  
P.O. Box 359023  
Brooklyn, NY 11235-9023

#### Overnight/Express/DHL Shipping

**Overnight International Admission**  
CUNY/UAPC  
2001 Oriental Blvd., Building T-1, Room 122  
Brooklyn, NY 11235

Name of Official Completing Form \_\_\_\_\_ (Please Print) Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

The student named above at- \_\_\_\_\_ (Name of Your Institution) /  to /

Name of Degree Awarded \_\_\_\_\_ (if applicable) Date Awarded \_\_\_\_\_

Authorized Signature and Institution Stamp/Seal \_\_\_\_\_ Date \_\_\_\_\_