



Office for Services for Students with Disabilities

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

199 Chambers Street
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fax 212-220-1264

Request for Sign-Language Interpreting Services

Four weeks notice is required for requests for sign-language interpreting services. Students needing sign-language interpreting services must make requests for these services to OSSD, not the individual interpreters or agencies.

Name: _____

Student ID #: _____

Date request submitted: _____

Please provide OSSD with the following information:

Date Interpreters needed: _____

Times: _____

Location: _____

Type of Event: _____

(Examples: tutoring session, academic advising, campus event, etc)

Students requesting sign-language interpreting services for their classes must attach a copy of their schedules. Requests for sign-language interpreting services for classes should be made at the time of registration. Late requests will be filled as soon as possible, but students should be aware that at times sign-language interpreters can be difficult to secure.

OSSD Use Only:

Request review by: _____ Date: _____

(OSSD staff member)