



Transcript Request Form

Office of the Registrar

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

199 Chambers Street, S315
New York, NY 10007-1097
tel. 212 220-1290
fax. 212 220-1254

Instructions:

1. Fill out the form clearly and completely.
2. Go to the Bursar's Office (Room S-330) to pay \$7.00 processing fee (Transcripts mailed to CUNY institutions are free and you may skip step 2.)
3. Drop off the form in the Registrar's Office (Room S-315).
4. Bring the yellow copy with you on pickup day.

Note: Transcripts not picked up within 4 weeks will be discarded.

8-digit CUNYfirst ID or 9-digit Social Security Number: _____

_____ Last Name First Name Previous Name (if any)

_____ Date of Birth Phone Dates of Attendance

Please choose from the following:

Pick Up

Mail: Please provide the name and mailing address of the college/organization.

If you are a current student please let us know if you want us to hold transcript processing for the following: *Please note the transcript will not be printed until after the end of the semester.*

Hold for Current Semester Grades

Hold for Degree Posting

Student Signature _____ Date _____

Please allow at least 3 business days for pick up and 5-7 business days to process for mail delivery.

Please note that current students can access their unofficial transcript free of charge through their Student Center in CUNYfirst. Use the following navigation to view/print your unofficial transcript instantly.

Navigation: **Self Service** → **Student Center** → **Academics** → **Other Academic** drop down → Select **Transcript: View Unofficial** → Click the **Go** icon/pointer next to it → Click **View Report** → Unofficial transcript will open up in a new window.

For Bursar Only: Payment Received by _____

For Registrar Only: Transcript Ready for Pick up _____ Date _____ Transcript Mailed _____ Date _____