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 attended outside the U.S.

For applicants educated in Bangladesh, India or Pakistan, this request form should be sent to the Controller of Examinations.

CUNY Application Control 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: from to

Program of Study Degree/Diploma/Certificate Earned 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

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

Address

Name of Official Completing Form (Please Print) Title

City Postal Code Country

Telephone Fax Email Address

Overnight/Express Shipping (DHL, Fedex, etc.)

CUNY/UAPC
International Student Admission
2001 Oriental Boulevard, T-1
Brooklyn, NY 11235

Name of Official Completing Form (Please Print) Title

Address

City Postal Code Country

Telephone Fax Email Address

The student named above attended from to

Name of Degree Awarded Date Awarded

Authorized Signature and Institution Stamp/Seal Date

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