TRANSCRIPT REQUEST FORM
The College of Staten Island/CUNY
Office of the Registrar
2800 Victory Boulevard 2A-110
Staten Island, NY 10314
Request for Transcript – Fee $7.00
Branches of CUNY – Free

Number of copies requested: ______
Name while in attendance: ___________________________________

Please check all that apply.
___ Official Copy   ___ Student Copy
___ UNDERGRADUATE TRANSCRIPT ( AA, AAS, BA, BS )
Dates attended: From _______________ To _______________
Degree Awarded: _________________________________________

___ Official Copy   ___ Student Copy
___ GRADUATE TRANSCRIPT ( MA, MS, MSEd, 6th Year Certificate )
Degree Awarded: _________________________________________

If you would like the Registrar’s Office to hold this request please check the
appropriate box below.
___ Hold for Final Grades ( Spring Summer Fall Winter)
___ Hold for Degree Awarded ( January June August )
EMPLID (Student ID): _____________________________________________
If you attended CSI prior to the Spring 2013 semester please enter your social security
number below.
Social Security Number ________ - _____ - ______
Telephone Number (______) ________-____-________
___ Check here if you wish the Registrar’s Office to change your address.

PRINT YOUR NAME AND CURRENT ADDRESS BELOW.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
____________________________________________________

PRINT THE NAME AND ADDRESS OF WHOM YOU WISH TO FORWARD
THIS TRANSCRIPT TO. (COLLEGE, INSTITUTION, OR AGENCY) AN
OFFICIAL TRANSCRIPT CANNOT BE SENT TO THE STUDENT.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
_______________________________________________
Signature_______________________________________ Date____________________
Federal law prohibits issuing a transcript without a student’s permission.