THE NEW SCHOOL

MANNES COLLEGE THE NEW SCHOOL FOR MUSIC

Office of the University Registrar 72 Fifth Avenue New York, NY 10011 Tel 212.229.5620 Fax 212.229.5470

TRANSCRIPT REQUEST FORM

PICK-UP OR SEND TO: (Please Print)

Name: _____

Address: _____

_____

City/State: _____

Zip: _____

☐ _____ Send Transcript – No Fee
Quantity (Limit 10/week) (Please allow 5 business days)

☐ _____ Pick-up Transcript – No Fee
Quantity (Limit 10/week) (Please allow 5 business days)

THE FOLLOWING INFORMATION IS NECESSARY TO LOCATE YOUR ACADEMIC RECORD:

Name: _____ Student ID: _____

Name under which you attended (if different): _____

Social Security #: ___ ___ ___ - ___ ___ - ___ ___ ___ ___

Birth Date: _____
MONTH/DAY/YEAR

Terms of Attendance: _____ Through: _____
TERM/YEAR TERM/YEAR

Degree Awarded: _____ Date: _____

Hold Order (Optional):

☐ Wait until all grades are entered for following term: _____

☐ Hold for Degree Posting. Degree: _____

☐ Hold for Grade Change. Course: _____ Term: _____

Student Signature: _____
REQUIRED TO RELEASE TRANSCRIPT

Date: _____ Daytime Phone: _____

Your Address: _____

City/State: _____ Zip: _____

Email address: _____

PROGRAM:

Mannes College:
- ☐ Bachelor of Music
- ☐ Bachelor of Science
- ☐ Undergraduate Diploma
- ☐ Master of Music
- ☐ Professional Studies Diploma

Extension Division:
- ☐ Diploma
- ☐ General Credit

The New School does not maintain transcripts for non-credit enrollment.

PLEASE NOTE:

Pre-1995 transcript records may require 7 business days to process.

FOR OFFICE USE ONLY:

_____ transcript(s) – No Fee

_____ transcript(s) @ $4 = _____

_____ transcript(s) @ $15 = _____

_____ Total transcript(s) = _____

☐ Transcript Sent on: _____
DATE

☐ Transcript Picked Up on: _____
DATE

Employee Initials: _____ Date: _____