THE NEW SCHOOL

Registrar's Office 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)
Use separate request forms for different mailing addresses.

Name: _____
Address: _____
_____
City/State: _____
Zip: _____

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

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

☐ _____ Next Day Service - $4 each
Quantity Mailed or available for pick up next business day after 1pm
Complete credit card fields below for payment.

☐ _____ FedEx Next Day Service - $15/address
Quantity FedEx next business day. No P.O. Box accepted.
Please allow 3 – 5 days for international delivery.
Complete credit card fields below for payment.

INSTRUCTIONS: Complete this form and submit it to the Registrar's Office, 72 Fifth Ave, Lower Level or fax it to 212.229.5470. If requesting regular service, please allow 5 business days for processing.
Please note: Pre-1982 transcript records and pre-1995 Mannes records may require 7 business days to process. Next day service is not available for these transcripts.

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: _____

TRANSCRIPT PURPOSE:
☐ Personal
☐ Transfer
☐ Graduate Admissions
☐ Employment
☐ Other: _____

DIVISION:
☐ Drama
☐ Jazz & Contemporary Music
☐ Eugene Lang College
☐ Mannes
☐ Mannes Extension
(Diploma/General Credit)
☐ NSPE (NSGS/Milano)
☐ NSSR
☐ Parsons
☐ Non-degree or certificate
☐ Other: _____

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

CREDIT CARD AUTHORIZATION I authorize The New School to charge the following amount to:

☐ MASTERCARD ☐ VISA ☐ AMEX ☐ DISCOVER

_____ Next Day @ $4/transcript = $ _____

ACCT NO: _____ EXP _____
MO/YR

_____ FedEx @ $15/transcript = $ _____

SIGNATURE: _____ DATE: _____

TOTAL CHARGE = $ _____