

REQUEST YOUR OFFICIAL TRANSCRIPT ONLINE!

If you attended The New School from 1992 – present, the **easiest** way to request your transcript is online. No need to wait until the Registrar's Office is open – request your transcript 24 hours a day, 7 days a week, **at your convenience**.

1. Go to <http://my.newschoo.edu>
 2. Login with your username and password.
 3. Click on the "Student" tab.
 4. Under Registration and Academic Records, located on the left side of the screen, click on "Request a Copy of Your Transcript".
 5. Follow the instructions on each page to request your official transcript.
- Your transcripts will be sent **five business days** after you make the request. Next-day service is available for a \$4 fee, and must be requested in person at our 72 Fifth Ave office during regular business hours.
 - Request up to 10 copies per week. Each copy is packaged in its own sealed envelope.
 - Transcripts and diplomas are not issued for students with outstanding debts to the University.
 - Records are not maintained for non-credit coursework.
 - Attended The New School before 1992? You must fill out a transcript request form and submit it by fax, mail, or in-person. These forms are available in the Registrar's Office at 72 Fifth Ave. You can also download and print the form from the following web address:
<http://www.newschoo.edu/student services/registrar/forms/>