

TRANSCRIPT REQUEST FORM

PICK-UP OR SEND TO: (Please Print)

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)

INSTRUCTIONS: Complete this form and submit it to the Registrar's Office, 72 Fifth Ave, Lower Level or fax it to 212.229.5648. If requesting regular service, please allow 5 business days for processing.

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: _____

- Options:
- Process immediately
 - 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: _____

DIVISION:

- Eugene Lang College
- Jazz & Contemporary Music
- Milano
- The New School for Drama
- The New School for General Studies
- The New School for Social Research
- Parsons The New School for Design
- Non-degree or certificate
- Other: _____

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

PLEASE NOTE:

Pre-1982 transcript records may require 7 business days to process.

For Next Day and Fed-Ex service, cash is not accepted. Please make check or money order payable to The New School.

FOR OFFICE USE ONLY:

_____ transcript(s) – No Fee
_____ transcript(s) @ \$4 = _____
_____ transcript(s) @ \$15 = _____
_____ Total transcript(s) = _____

Transcript Processed on: _____
DATE

Transcript Withheld: _____

Employee Initials: _____ Date: _____