

TRANSCRIPT REQUEST FORM

PICK-UP OR SEND TO: (Please Print)

Use separate request forms for different mailing addresses.

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

QUANTITY: _____
(Limit 10/week)

TRANSCRIPT PURPOSE:

- Personal
- Transfer
- Graduate Admissions
- Employment
- Other: _____

THE FOLLOWING INFORMATION IS NECESSARY TO LOCATE YOUR ACADEMIC RECORD:

Name: _____ Student ID: _____

Your Address: _____ City/State: _____ Zip: _____

Email address: _____ Daytime Phone: _____

Name under which you attended (if different): _____

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: _____
- Hold for Notary. Will be picked up by: _____

SCHOOL:

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

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

I am unable to pick up my transcript and authorize pick up on my behalf by: _____

Student Signature: _____ Date: _____

REQUIRED TO RELEASE TRANSCRIPT

Transcript Service and Fee Policy:

- Pre-1982 transcript records and pre-1995 Mannes records may require 7 business days to process.
- Transcripts will not be issued if any financial obligations are due to the University.
- To send transcripts with no fee please mail, fax or email the form to reghelp@newschool.edu. Please allow 5 business days for processing.

Next Day Service:

In addition to making payment online you must complete and submit this form via fax or email the form to reghelp@newschool.edu.

- To send or pick up transcript next business day, click here to make the \$4.00 payment per transcript.
- To send transcript next business day by Federal Express, click here to make \$25.00 payment per address. Please allow 3 – 5 days for international delivery.