STUDENT REQUEST FOR TRANSCRIPT
(Graduates/Former Students use Graduate Transcript form)

Print clearly, completing all sections. You must sign and date this form. Complete the “Payment Instruction Form,” also located on the Registrar home page, and send it along with this form to the Registrar office. E-mail this completed form along with the fee application to Adrian Rice at: arice@nycpm.edu; or fax to 212-722-4918. Payment can also be made over the phone using a credit card by contacting the Bursar at (212) 410-8039.

Name: ___________________________________________  Student ID #: ______________________
Phone: ___________________  Date of Birth: ___________________

Check items as appropriate:
☐ Official transcript  ☐ Unofficial (student) copy
☐ Hold for current grades  ☐ Hold for degree  Date Held Until: ________________________________

Additional Instructions to Registrar:
☐ _______ Number of copies of transcript
☐ Include Clinical Evaluation  _______ number of copies of evaluation
☐ Include Dean’s Letter  _______ number of copies of letter
☐ Include National Board Scores*  _______ number of copies of scores
☐ Special Handling (Overnight)  ☐ Hold for pickup**

*Only current students may order National Board scores.
**Official transcript for pickup is addressed to qualified recipient in sealed envelope with security stamp. Only unofficial transcripts may be faxed.

Fee schedule: Current student Transcript-Official, $5.00; Unofficial, no additional charge; Add Dean’s Letter, $10.00; Add Clinical Evaluations – no additional charge; Special Handling (e.g., Express Mail) $25.00 minimum.

Signature: ___________________________  Date: ___________________________

Print plainly the name, office and address of recipient to whom transcript is to be sent. Use separate form for each addressee.

Official Use Only
☐ Signature Received
Mailed on _____________
Initial: ________________