

In order to transfer your Queens College credits (QC electives AND Humanities Colloquia), you will need to send an Official Transcript to your college for evaluation.

The following link will bring you to the Registrar's site re: Transcripts and the various ways to have one sent out:

<http://www.qc.cuny.edu/registrar/transcripts/>

You can order Transcripts via the above link but be aware that the Online Transcript Service charges a \$2.00 fee above the QC Transcript Fee (\$7.00 to a non-CUNY school, Free to a CUNY school).

To avoid the \$2.00 Online Transcript Service fee, Transcript Request Forms are also available for pick-up and drop-off on-campus at Jefferson Hall 100 (Registrar's Office).

Below is a copy of the form from Jefferson 100 with five notations for you:

Queens College, CUNY • Registrar's Office (www.qc.cuny.edu/registrar) Please PRINT all info!

Transcript Request

Date _____

Name of Student _____
 Address _____

Student's Signature _____
 (1) Student ID No. _____ - _____ - _____ Date of Birth _____
 Name used while in attendance _____
 Telephone No. _____

Make sure HOLDS are CLEARED
 Incomplete transcript requests will be returned to the sender.
 Each transcript request is \$7.00 • City University transcripts are FREE.
 Make check or money order payable to Queens College.
 For officially sealed transcripts, provide name of institution and city below.

Forward transcript to: (Print) _____

STAY WITHIN BOX FOR WINDOW ENVELOPE

Indicate Which Record(s) You Are Requesting and Dates of Attend:

Undergraduate From _____ To _____
 Graduate From _____ To _____
 (2) Undergrad non-degree From (3) _____ To (4) _____
 Graduate non-degree From _____ To _____
 All records

Check Appropriate Boxes (if applicable):

(5) Hold for current semester grades - semester/yr _____
 Hold for grade changes - semester/yr _____ course _____
 Hold for degree awarded notation - semester/yr _____

1: "Student ID No." = your Social Security Number (unless we had assigned you a 999-90-####)

2: Check "Undergrad non-degree"

3: For most of you, your first semester taking QC courses was Fall 2009, therefore put 09/2009 on the "From" line. If you took College Now courses, list the first semester you took those College Credit-bearing courses; e.g. 02/2009 = Spring 2009, 06/2009 = Summer 2009, 09/2008 = Fall 2008.

4: Put 06/2010 on the "To" line.

5: Check the first box, "Hold for current semester grades" and put 02/2010 on the line.

If you have any questions, don't hesitate to e-mail, call, or visit us in Delany Hall.
 QCTHHS@aol.com (718) 997-3175 Delany Hall 213/216