

TRANSCRIPT/MARKSHEET REQUEST

Instructions for Sending Transcript/Marksheet Request forms to <u>Institutions Abroad</u>

Queens College of the City University of New York requires that all applicants submit complete official transcripts/marksheets of all post-secondary education. These documents must be sent directly from the institution to the Office of Graduate Admissions at Queens College to be considered official. Please use the attached Transcript/Marksheet Request Form(s) to request documentation from institutions outside the United States

Carefully follow the instructions below to avoid delays in having your official documents sent to Queens College. Because your application is *incomplete* until all official documents are received, failure to comply with these instructions will hold up the processing of your application.

Please print all information, except where a signature is requested. It is a good idea to keep xerox copies of all forms that you send.

- The following information must be filled in on the Transcript/Marksheet Request Form(s)
 - Name of the institution
 - Your full name as it appears on your grade report. (If you present name is different, print it in parenthesis as an addition.)
 - Your Student ID Number (or Social Security Number), sex, and date of birth.
 - Dates you attended the institution
 - Any additional information that may be required or helpful (for example, exam number, roll number, date of exam, faculty or department).
 - Your **signature** (do **no** print) and the date of the transcript request.
 - Your present address.
- If a fee is charged for the transcript, be sure to send it along with your request.
- Address your envelope(s) and registered air mail receipt(s) as follows:
 - a. For all countries except Bangladesh, India, Pakistan, to the Registrar or applicable office.
 - b. For Bangladesh, India, Pakistan, to the name of the issuing institution (i.e., send it to the University).
- Send your request by **Registered Air Mail** directly to the *appropriate office* of the each institution you attended abroad as soon as possible, and **keep the Postal Receipt** as proof that your request was sent. (You will need this proof if the institution does not send the requested documentation.)

Queens College will *not* mail the request for you. It is *your* responsibility to forward the required request form(s) to the institution(s) attended. The Registered Air Mail Receipt *must* be completed in *English* with the appropriate information as indicated in example shown below.

One month after you send your first request form(s) by registered air mail, you should submit a **second request**, whether or not you have received confirmation from the institution(s). after you send the second registered air mail request, you may bring photostatic copies of your original transcript(s)/marksheet(s) and copies of all your registered air mail receipts to the Office of Graduate Admissions (or mail photostatic copies of all registered air mail receipts and legible copies of your complete original transcript(s)/marksheet(s) to:

Queens College, CUNY Office of Graduate Admissions Jefferson Hall Room 105 65-30 Kissena Boulevard Flushing NY 11367-1597

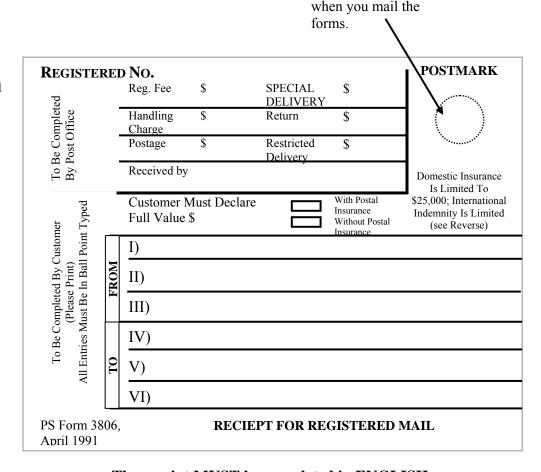
The submission of **two registered mail receipts** (dated one month apart) for each institution attended with photostatic copies of all documents does **not** guarantee that your application will be processed. All decisions regarding official or unofficial documentation and thr processing of you application is at the discretion of the Director of Graduate Admissions. **Transcripts, marksheets and/or other educational credentials that have been altered in any way will not be accepted.**

Preparing a Registered Mail Receipt

Obtain a Registered Mail Receipt from the Post Office and **print** the following information in the areas shown below:

The Post Office

- I) Your Name
- II) Your Home Address
- III) Your City/State/Zip Code
- IV) Name of Institution
- V) Applicable Office or Board
- VI) Mailing Address



will stamp the

receipt in this area

The receipt MUST be completed in ENGLISH

TRANSCRIPT/MARKSHEET REQUEST

| TO: | Registrar, | | (Name of inst | itution attended) | | | |
|-----------------------|--|---------------------------|----------------------|---|-----------------------|-------------------------|---------|
| From | n: The Director of gra | nduate Admissions | | | | | |
| The p | person whose signature | e appears below is an a | applicant to a g | graduate program at Q | ueens College, City | university of New Y | ork. To |
| deteri | mine this candidate's e | ligibility for admissio | n, we must eva | aluate all documents c | oncerning the studen | nt's entire academic | record |
| while | at your institution. Of | fficial copies of these | documents mu | st be mailed directly | to our offices at the | address shown belo | ow. |
| Please | e include a transcript (| official attested unive | rsity markshee | ts, releves de notes, n | otas, index grade rep | oort, etc.) in the orig | inal |
| langu | nage (along with an Er | nglish translation, if po | ossible) of the | courses/ subjects take | n and marks received | d semester by semes | ter and |
| year l | by year. Please return | this form with the do | ocuments you | send. We greatly appr | eciate your assistanc | e in the matter. Our | mailing |
| addre | ess is: | | | | | | |
| | | | 65-30 Ki | Hall Room 105 ssena Boulevard NY 11367-1597 | | | |
| Name | e: | | | | | | |
| | | (Print full name a | as it appeared in yo | our academic record at the i | • | | |
| Stude | ent ID Number: | | ☐ Male | ☐ Female | Date of Birth _ | Month Day | Year |
| | of Attendance: From | Month Year | | To | h Year | | |
| Certi Pleas | r Information (if requification: I hereby authorized the mail official copies of the reconstruction of the rec | norize the release of m | ents directly to | _ | | | |
| Signa | ignature | | | Date | | | |
| Addr | ress: | House # | | Street | | Apt. | |
| Ci | ity (| County | State | | Zip code | Country | |