TRANSCRIPT/MARKSHEET REQUEST

Instructions for Sending Transcript/Marksheet Request forms to Institutions Abroad

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 the processing of your 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.**

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**Preparing a Registered Mail Receipt**

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

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

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**REGISTERED NO.**

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**PS Form 3806, April 1991**

**RECEIPT FOR REGISTERED MAIL**

The receipt MUST be completed in **ENGLISH**
TRANSCRIPT/MARKSHEET REQUEST

TO: Registrar,

(Name of institution attended)

From: The Director of graduate Admissions

The person whose signature appears below is an applicant to a graduate program at Queens College, City university of New York. To determine this candidate's eligibility for admission, we must evaluate all documents concerning the student's entire academic record while at your institution. Official copies of these documents must be mailed directly to our offices at the address shown below.

Please include a transcript (official attested university marksheets, releves de notes, notas, index grade report, etc.) in the original language (along with an English translation, if possible) of the courses/subjects taken and marks received semester by semester and year by year. Please return this form with the documents you send. We greatly appreciate your assistance in the matter. Our mailing address is:

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

Name: __________________________ (Print full name as it appeared in your academic record at the institution you attended.)

Student ID Number: _____-____-________ □ Male □ Female Date of Birth __________________________ Month Day Year

Date of Attendance: From ________ ________ To ________ ________ Month Year Month Year

Other Information (if required) _______________________________________________________________________________

Certification: I hereby authorize the release of my academic record to the Queens College Office of Graduate Admissions. Please mail official copies of all pertinent documents directly to the address show above. Thank you for your cooperation.

☐ I have enclosed the required fee for the documents

Signature __________________________________________ Date ________________

Address: __________________________________________

House # __________________________ Street __________________________ Apt.

City __________________________ County __________________________ State __________________________ Zip code __________________________ Country __________________________