

MASTER'S DEGREE AND GRADUATE CERTIFICATE PROGRAMS

TRANSCRIPT REQUEST FORM

To the Applicant:

Please complete the information below (please print or type) and send this form in a sealed envelope to the registrar of the college that awarded your undergraduate degree. If you attended graduate school, photocopy this form, complete the data below, and send copies to all schools attended. When your college or university returns the completed form and your transcript to you in a sealed envelope, include that envelope with the materials you submit with your application.

DO NOT OPEN THE ENVELOPE WHEN IT IS RETURNED TO YOU BY YOUR COLLEGE REGISTRAR.

Name of Applicant

Last

First

Middle

ADDRESS

Number and Street

City

State

Postal Code

SOCIAL SECURITY NUMBER (U.S. citizens and permanent residents) _____

NAME OF COLLEGE OR UNIVERSITY _____

School attended within university

Dates of enrollment

From (Month/Year)

To (Month/Year)

If attended under a different name than above, give other name

Signature of applicant

Date

To the Registrar:

The above named student is applying for admission to a graduate degree program at New York University. The Admissions Committee appreciates your cooperation in the self-managed application process in which the applicant is responsible for submitting official copies of transcripts. Please attach an official copy of his or her transcript to this form and complete the remainder of this form as indicated below. We ask that you seal the envelope and sign across the envelope seal to ensure confidentiality.

Return in a sealed envelope to the applicant, who will submit it unopened to our Office of Admissions with his or her application.

Applicant's Cumulative Grade Point Average: _____

Applicant's Rank in Class: _____ out of _____

Please describe your grading system (for example, A=4, B=3, etc.) or attach such descriptive material if available.

Registrar's Signature

Official School Seal

Date