



250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468 | Email: Records.Transcripts@lehman.cuny.edu

There is a \$7.00 fee for each transcript request (official or student copy). The fee IS NOT required for requests sent to CUNY institutions. Checks or money orders should be payable to LEHMAN COLLEGE. Personal checks WILL NOT be accepted.

**\*\*IMPORTANT: REQUESTS BY FAX OR E-MAIL WILL NOT BE ACCEPTED. IF YOU HAVE ANY NEGATIVE SERVICE INDICATORS ON YOUR RECORD, YOUR REQUEST WILL NOT BE PROCESSED UNTIL THEY HAVE BEEN RESOLVED\*\***

A. STUDENT INFORMATION

EMPLID or SSN: \_\_\_\_\_ NAME: \_\_\_\_\_  
8 Digit EMPLID or Last Four Digits of SSN Last First Middle Initial

PREVIOUS NAME (IF APPLICABLE): \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
Last First mm/dd/yy

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
Primary Email Primary Phone Number

CURRENT ADDRESS: \_\_\_\_\_  
Address City State Zip Code

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Student Signature mm/dd/yy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.S.123g) protects the confidentiality of student's educational records. Student records can only be released with the student's written authorization. For more information regarding FERPA you can visit: <http://www.lehman.edu/registrar/ferpa.php>

B. RECIPIENT INFORMATION

This request is for (Please check one option below):

- An Official Transcript - The transcript will be mailed directly to institution/business only
- A Student Copy - The transcript is issued directly to the student

**\*\* By providing the recipient information you are confirming that the address is correct. The Office of the Registrar is not responsible for mishandling by the US Post Office or by the recipient \*\***

INSTITUTION/BUSINESS NAME: \_\_\_\_\_

ATTENTION (IF APPLICABLE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Address City State Zip Code

Does this transcript need to be apostille? (Applicable for authentication in another country):  Yes  No

Requests are processed in 5 -7 business days of receipt. However students who attended prior to 1993 may take additional time to process. All transcripts are sent through 1st class mail.

FOR OFFICE USE ONLY:

Received Date: \_\_\_\_\_  CUNYfirst  SIMS  Micro

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_