



TOURO COLLEGE

Office of the Registrar 27-33 West 23rd Street New York NY 10010
Tel: (212) 463-0400 Fax : (212)463-9259

Transcript Request Form

Date Received

Hold For Current Semester Grades

For GED purposes only

Hold For Graduation Date _____

READ ALL INSTRUCTIONS FIRST!

All transcript requests must be cleared by the Bursar before processing. Processing of transcripts requires 7 to 10 business days (after receiving Bursar clearance), longer during peak periods. The fee for official transcripts bearing the seal of the college is \$10 per copy. There is no fee for unofficial or 'student' copies.



We accept only payments made by money order or credit card (Visa or MasterCard ONLY.)



You will receive one student copy of your transcript per order. If you need more copies, please indicate in the space provided below. The student copy will be sent to you at the same time the official copies are sent. This is your confirmation that the official transcript has been issued.

PLEASE BE SURE TO SIGN AND DATE THIS FORM

Name _____
First Last Middle/Maiden

Social Security # _____ Date of Birth _____ Program/Extension _____

Mailing Address

Number and Street _____ Apt. # _____

City _____ State _____ Zip Code _____

Telephone Number () _____ () _____
Day Evening

Student Signature _____ **Date** _____

Organizations and Addresses

1. _____
2. _____
3. _____

For office use only	
Date mailed	_____
Initials	_____
Date mailed	_____
Initials	_____
Date mailed	_____
Initials	_____



Credit Card # _____

Expiration Date _____ (Insert V-Code from back of card) _____

Name on credit card _____

BURSAR USE ONLY

Number of official copies @ \$10.00 each Fee paid _____

Student copy No Fee _____ transreq9/05esms