



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
- 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.**

This form should only be used for the following transcript requests:

- An official transcript for GED submission
- An official transcript to another Touro division
- An unofficial copy only (Students are encouraged to go to TCWeb to print a grade report)

PLEASE BE SURE TO SIGN AND DATE THIS FORM

Name _____
First Last Middle/Maiden

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

Mailing Address
Number and Street _____ Apt. # _____

City _____ State _____ Zip Code _____

Telephone Number () _____ Email _____

Student Signature _____ **Date** _____

Organizations and Addresses

1. _____

2. _____

3. _____

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

BURSAR USE ONLY

Number of official copies..... _____

Student copy _____

No Fee _____ transreq9/05esms