

THE COOPER UNION -OFFICE OF ADMISSIONS AND RECORDS AND REGISTRAR
30 COOPER SQUARE, NEW YORK NY 10003
(212) 353-4120 (phone) (212) 353-4342 (fax)
admissions@cooper.edu
<http://cooper.edu>

ALUMNI TRANSCRIPT AND LETTER REQUEST FORM

TRANSCRIPTS WILL NOT BE PROCESSED UNTIL ALL OUTSTANDING OBLIGATIONS DUE TO THE SCHOOL ARE CLEARED

INSTRUCTIONS

TO REQUEST TRANSCRIPTS

OFFICIAL TRANSCRIPT(S) CAN BE ISSUED TO STUDENT/ALUMNI IN A SIGNED AND SEALED ENVELOPE

BY MAIL: Complete form, enclose check or money order payable to The Cooper Union and mail to address listed above

IN PERSON: Complete and submit to Office of Admissions and Records and Registrar (address listed above)

FEES: Transcripts (official or unofficial/student copy) is \$5 per transcript for alumni

TO REQUEST LETTERS

BY MAIL/IN PERSON: Complete and submit to Office of Admissions and Records and Registrar (address listed above)

All requests require 1-2 business days to process

(Please include pre-addressed envelopes for ALL ITEMS TO BE MAILED)

Today's Date _____

Mr./Ms. (circle one) First Name _____

Last Name _____

(NAME USED WHILE ATTENDING COOPER UNION)

Present Address _____

City/State _____

Zip _____

Phone _____

School/Major at Cooper Union _____

Date of Birth (Month/Day/Year) _____

Graduated? (Circle one) Yes/No _____

If yes, what year of graduation? _____

If no, please list dates of attendance _____

_____ Student/Unofficial Transcript(s)

_____ Official Transcript(s)-include pre-addressed envelopes

Specify Type of Letter _____

SPECIAL INSTRUCTIONS FOR THIS REQUEST

Hold for pick up on _____

Hold for package to be sent with transcripts _____

Attach Engineering Dean's letter _____

Other _____

Signature _____

Date _____

OFFICE USE ONLY: COOPER UNION HOLDS ___A ___ACCT ___AR ___FA ___LI ___TR