ALUMNI TRANSCRIPT AND LETTER REQUEST FORM

INSTRUCTIONS

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

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