

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](mailto:admissions@cooper.edu)  
<http://cooper.edu>

## CURRENTLY ENROLLED STUDENT 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 pre-addressed envelopes 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 FREE for currently enrolled students

#### 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 current term grades \_\_\_\_\_
- Hold for grade change-Dept & Course # \_\_\_\_\_ Sem/Yr \_\_\_\_\_
- 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