**TRANSCRIPT AND LETTER REQUEST FORM**

**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 Office of Admissions and Records, 30 Cooper Square, New York, NY 10003.
- In Person: Complete form, submit to Office of Admissions and Records.

**FEES:** Transcripts (official or unofficial/student copy) is FREE for currently enrolled students; $5 for those out of school.

**TO REQUEST LETTERS**
By Mail/In Person: Complete form, submit to Office of Admissions and Records. All requests require 24-48 hours to process.
(Please include self-addressed envelopes for ALL ITEMS TO BE MAILED)

**Today's Date**

<table>
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<tr>
<th>Mr./Ms. (circle one) First Name</th>
<th>Last Name</th>
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<tr>
<th>Present Address</th>
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**City/State**

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<tr>
<th>School/Major at Cooper Union</th>
<th>Date of Birth (Month/Day/Year)</th>
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**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 | ☐ ACT | ☐ AR | ☐ FA | ☐ LI | ☐ TR |

**MAIL FORM TO:**

Office of Admissions and Records, 30 Cooper Square, New York, NY 10003, 212.353.4120, 212.353.4342 FAX

**WWW.COOPER.EDU ADMISSIONS@COOPER.EDU**