



DOCUMENT REQUEST FORM

Note: requests may require up to 10 business days to process

Name: _____

Date: _____
(mm/dd/yyyy)

Name: _____
(*Name under which your degree or diploma was awarded if different from above)

Class of: _____

Address: _____

Tel: _____

Present Position: _____
(specify if Current Student, Alumni, etc.) Email: _____

The following documents are required for:

Residency: _____ Other: _____
(specify if Med., Surg., etc.) (specify)

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Indicate the type of request by placing the letter A, B, C, D, E, F, G or H by the appropriate address box:

A: Dean's Letter / MSPE only
(*cannot be sent to student)

(please specify one of the following: *current enrollment, all enrollment, or advanced registration*)

B: Transcript only (*cannot be sent to student)

E: Certification of Graduation

C: Dean's Letter and Transcript
(*cannot be sent to student)

F: Certification of Diploma (You must provide a copy)

D: Certification of Attendance

G: Letter of Good Standing

H: Other _____

Note:

Transcript for student (unofficial): You can view your unofficial transcript through [NYU Albert](#) under the Grades and Transcripts section of the Student Center. Select "View my unofficial transcription" with your pop-up blocker off in your browser to view.

PLEASE PROVIDE A COMPLETE MAILING ADDRESS AND/OR EMAIL ADDRESS IN THE BOX BELOW.

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The transcript fee is \$5 for each transcript. Your cancelled check is your receipt. Requests for other documents are provided at no charge. Transcript fee waived for current students.

Signature: _____

PLEASE SUBMIT BY EMAIL OR IN-PERSON TO THE INFORMATION PROVIDED BELOW

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OFFICE USE ONLY

Date: _____
(mm/dd/yyyy)

Amount Paid: _____

Receipt #: _____