



TRANSCRIPT REQUEST FORM

MBA Admissions
Henry Kaufman Management Center
44 West Fourth Street, Suite 6-70
New York, NY 10012-1126
Phone: (212) 998-0600
sternmba@stern.nyu.edu

Mr. Ms. Other _____
First Middle Last U.S. Social Security Number

TO THE APPLICANT:

- Complete the above information.
- Address a Transcript Request Form return envelope to yourself.
- Send this form and a return envelope to the registrar of the college or university that awarded or will award your undergraduate degree.
- If you attended other undergraduate or graduate institutions, please send a copy of this form and a return envelope to all schools attended.
- **Do not open the envelope when it is returned to you by the registrar.**
- You are encouraged, but not required, to use this form when requesting transcripts.

TO THE REGISTRAR:

- The person designated above is applying for admission to NYU Stern. Thank you for your assistance.
- Please attach an official copy of his or her transcript to this form and complete the form as indicated. **The transcript should include the dates of attendance; a listing of classes taken and marks or grades earned; and, if completed, the name and date of the degree conferred.**
- Please seal the envelope and sign across the envelope seal to ensure confidentiality.
- Return the sealed envelope to the applicant, who will submit it unopened to MBA Admissions with the application.

THIS SECTION TO BE COMPLETED BY THE REGISTRAR

Applicant's cumulative grade point average _____ Applicant's rank in class _____ out of _____

Please describe your grading system (for example, A=4, B=3, etc.) or attach descriptive material if available.

Registrar's signature _____ Date _____

Official Seal