

Transcript Request Policy***

Official transcripts of grades are issued by the Office of the Registrar upon receipt of a signed written request and payment of required fees by a student or former student who does not have a hold on their records.

Transcripts are provided according to the following fee schedule.

- Regular Service¹
 - ✓ \$5.00 per transcript request
 - ✓ Requests submitted by Wednesday will be available on the following Monday.
 - ✓ Requests submitted by Friday will be available on the following Thursday.
 - ✓ Same-Day Service²
 - \$10.00 per transcript request

Fees may be paid in one of the following ways:

- In-person by cash, debit/credit card or money order at the TCI Cashier’s Window.
- Through the mail by money order made payable to “Technical Career Institutes”. Please do not send cash by mail.

Requests by mail should include

• Required fee	• Current address
• Your name (at time of attendance)	• Current daytime telephone number
• TCI student ID number (if possible)	• Dates of enrollment at TCI
• Social security number	• Your signature (required before we can release the transcripts;
• Date of birth	• Name and full address of where the transcript is to be sent.

Requests should be sent to:

Office of the Registrar
 TCI, College of Technology
 320 West 31st Street
 New York, New York 10001

Due to signature and fee requirements, requests cannot be accepted by fax or e-mail.

*** *TCI College Catalog 2011-2012, pages 47-48*

¹ Turn-around time may be longer during busy periods such as registration. Students and former students are advised to plan accordingly. In addition, former students requesting transcripts who were last enrolled at TCI prior to 1988 may experience longer turn-around times due to the need to retrieve the academic records what is warehoused off-site.

² Same day service is not available to students who were last enrolled at TCI prior to 1988.