TO THE APPLICANT:

* Complete the above information.
* Address the Transcript Request Form return envelope to yourself.
* If necessary, put postage on the Transcript Request Form return envelope.
* Send this form and the transcript envelope provided to the registrar of the college or university that awarded or will award your undergraduate degree.
* If you attended other undergraduate or graduate schools, photocopy this form, complete the above data, and send copies to all schools attended.
* Do not open the envelope when it is returned to you by the registrar.

TO THE REGISTRAR:

* The person designated above is applying for admission to the Stern School of Business at New York University. 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 such a descriptive material if available.

Registrar’s signature | Date

New York University is an affirmative action/equal opportunity institution.