



State University of New York Health Science Center at Brooklyn
Document Request Form - School of Graduate Studies ONLY
Basic Sciences Building, Room 3-114

Do not use this form for College of Medicine*, College of Nursing, College of Health Related Professions or School of Public Health- for all schools but SGS, refer to the forms on this page: <http://sls.downstate.edu/registrar/forms.html>

- ☐ Official Transcript A \$10 transcript fee is required, plus international postage†, if applicable. Checks payable to "SUNY" and sent to: School of Graduate Studies, 450 Clarkson Avenue, MSC 41, Brooklyn, NY 11203.
Official transcripts cannot be issued to students, ex-students or alumni
- ☐ Student copy of transcript (no charge) ☐ Enrollment verification ☐ Letter of good standing
- ☐ Graduation Certification (for students who have completed the degree program but degree is not yet conferred)

This form is not to be used to verify degrees. SUNY Downstate has authorized the National Student Clearinghouse to provide enrollment and all degree verifications. Alumni and attendees of SUNY Downstate School of Graduate Studies should instruct interested parties to contact the National Student Clearinghouse:

National Student Clearinghouse
2300 Dulles Station Boulevard, Suite 300
Herndon, VA 20171
www.degreeverify.org

Return this form, and any required payment, to the Graduate School Office – fax: 718-270-3378, 450 Clarkson Avenue, MSC 41, Brooklyn, NY 11203 - Do not hand to the Bursar, the Registrar's Office or Student Affairs.

Name: _____ ID# _____

Graduation Date or last date of attendance: Month _____ Year _____

Student Signature

_____/_____/_____
Date of Request

Current address: _____

Phone #: _____

Email: _____

Mail Document(s) to:

Check this box if you will pick up the document(s) from the Graduate School ☐

_____	_____
_____	_____
_____	_____
_____	_____

FOR GRADUATE OFFICE USE ONLY : Document Processed _____ / _____ / _____ Staff initials _____

*Except MD/PhD to verify both degrees

†International transcripts are sent USPS Priority Mail unless another method is requested. Please call the Graduate Office to check current rate.