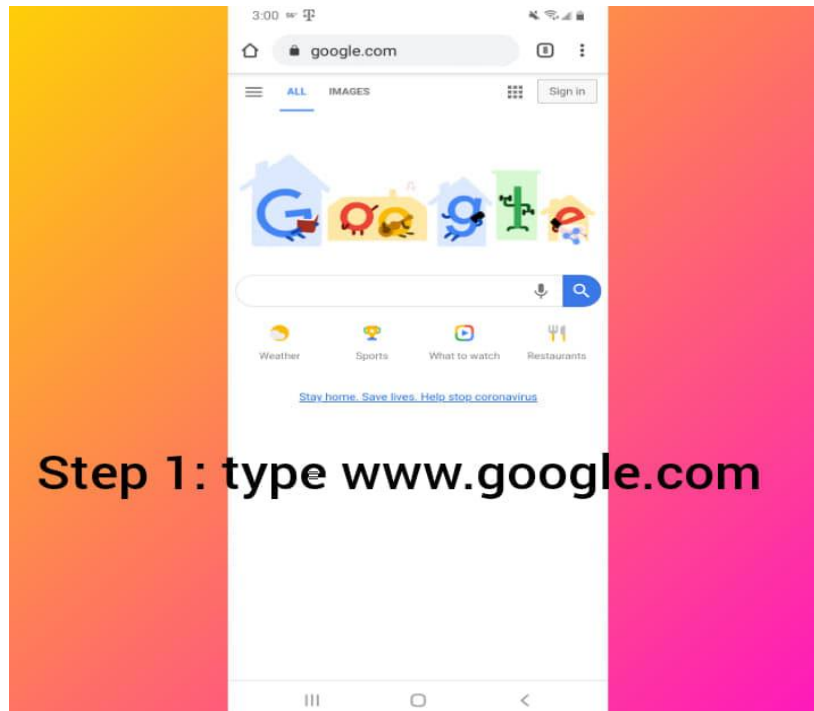
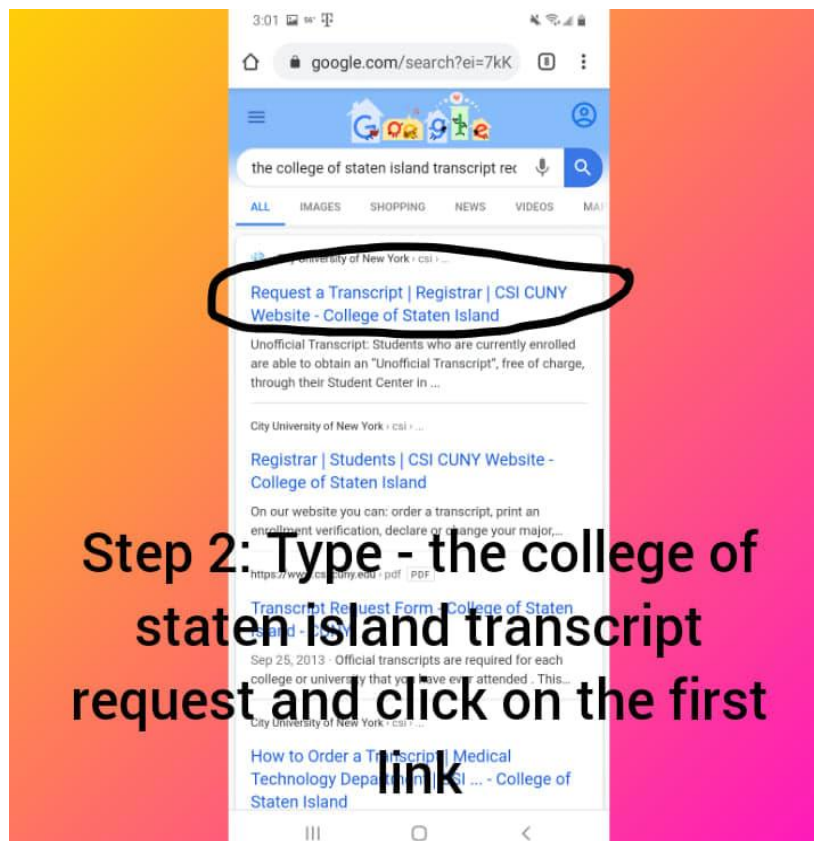


## How To Send Official College Transcripts to Albany

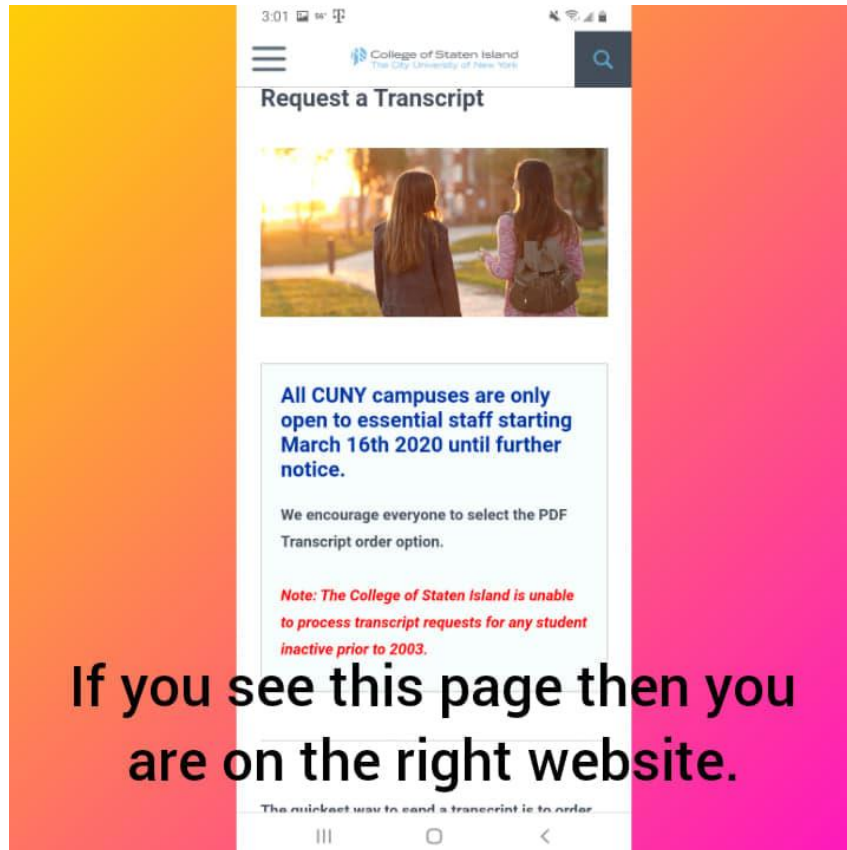
### The College of Staten Island



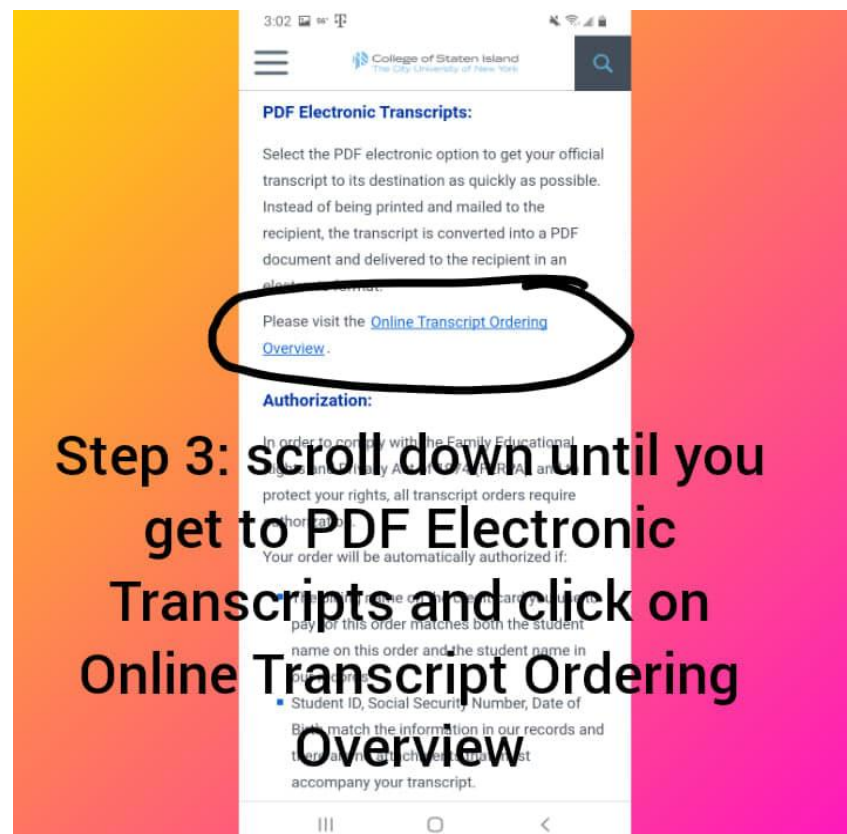
**Step 1: type www.google.com**



**Step 2: Type - the college of staten island transcript request and click on the first link**



If you see this page then you are on the right website.



Step 3: scroll down until you get to PDF Electronic Transcripts and click on Online Transcript Ordering Overview

Read this if you want.

## Transcript Ordering Services CUNY College of Staten Island

### Information from CUNY College of Staten Island

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#### ATTENTION:

ALL CUNY campuses are only open to essential staff starting March 16th, 2020 until further notice.

We encourage everyone to select the PDF Transcript order option, as there will be delays in the Paper Hard Copy transcript option.

All paper transcript requests will be processed in the order in which they are received, once the offices reopen.

If you are sending your transcript to another CUNY school, [click here](#) for more information.

**Getting Your Transcript to Its Destination as Quickly as Possible: Select Order PDF Transcript(s)** option below, for the **fastest** methods of delivering your transcript to the receiving institution.

Transcript requests for students who attended CUNY College of Staten Island prior to 1980 may require additional time for processing. We apologize for any inconvenience and delay this may cause.

Adult and Continuing Education is a separate entity; their records are therefore maintained by that office. Consequently, you may NOT use Transcript Plus to request Adult and Continuing Education transcripts.

The Office of the Registrar takes responsibility for handling transcript requests in a prompt and efficient manner. However, we are not responsible for mishandling by the U.S. Post Office or the receiving school or agency.

**Step 4: scroll down and click on Order Paper Hard-Copy Transcript(s)**

A screenshot of a mobile application interface for ordering transcripts. At the top, there is a status bar showing the time as 3:03 and various icons. Below the status bar, there is a section titled "Cause:" followed by some text. The main heading is "Please choose one of the following options:". There are two buttons: "Order PDF Transcript(s)" and "Order Paper Hard-Copy Transcript(s)". The second button is circled in black. Below these buttons, there is a list of links: "Pricing and Payment", "Authorization Info", "Ordering Overview", "Electronic Transcripts", and "FAQs". At the bottom, there is a footer with "Transcripts FAQs | Privacy Policy | Customer Service".

**Step 5: fill out your information and if you don't know your CUNYFIRST ID click on it and you can put in your social security number instead.**

A screenshot of a mobile application interface for student information. The title is "Student Information". Below it, there is a section titled "Information needed to locate your records". There is a text input field for "8-Digit CUNYfirst ID". Below this field, there is a link that says "I don't know my 8-Digit CUNYfirst ID", which is circled in black. Below the link, there are three more text input fields: "Attended From Year" (with a placeholder "YYYY" and a required field asterisk), "Attended To Year" (with a placeholder "YYYY" and a required field asterisk), and "Birth Date" (with a placeholder "MMDDYYYY" and a required field asterisk). Below these fields, there is a note that says "Enter as MMDDYYYY". At the bottom, there is a section titled "Enter names as they exist in the school records" followed by a text input field for "First Name".

## Fill in Your Information

When your Done With This Page Click Next

3:36 credentials-inc.com/cgi-bin CUNY College of Staten Island Staten Island, NY

Step 1 of 5: Student Info

Student Information

Information needed to locate your records

SSN/SIMS ID

[I know my 8-Digit CUNYfirst ID](#)

Attended From Year

\*Required

Attended To Year

\*Required

Birth Date

\*Required

Enter as MMDDYYYY

Enter names as they exist in the school records

First Name

3:37 credentials-inc.com/cgi-bin

Enter names as they exist in the school records

First Name

\*Required

Middle Name

Enter if you think it is on your school record

Last Name

\*Required

Other Last Names

(optional)

Enter your current address

Country

UNITED STATES

[Change Country](#)

Current Address

\*Required

City

\*Required

3:38

credentials-inc.com/cgi-bin

ZIP Code

[City/State/Zip Help](#)

☐ Please update school records to reflect this address

Communication Information

Email Information - Required to send order receipt and status updates

Email Address

\*Required

Verify Email

\*Required

To avoid problems, please be sure that  
mysupport@credentialssolutions.com is in your address book.

Telephone Information

Telephone Country

[Select Country](#)

Telephone #

\*Required

U.S. numbers must be entered as NNN-NNN-NNNN  
Enter N/A if no phone number is available

Cell Phone Info - Optional (U.S. numbers)

3:39

credentials-inc.com/cgi-bin

U.S. numbers must be entered as NNN-NNN-NNNN  
Enter N/A if no phone number is available

Cell Phone Info - Optional (U.S. numbers only)

To also be notified about order status via text messages to your cell phone, enter your information below. Any message charges are your responsibility.

Cell Phone No.

Verify Cell Phone No.


U.S. Phones Only - Enter as NNN-NNN-NNNN

Cell Phone Co.

Previous

Next

Transcripts FAQs | Privacy Policy | Customer Service



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**Step 6: Make sure you click on Official Copy Issued to Institution or Employer - Deliver to Recipient**

Step 2 of 5: Order Options

PLEASE NOTE: Students and Alumni wishing to receive their official transcripts for the purpose of forwarding them to a 3rd party must choose the Official Copy Issued to Institution or Employer - Deliver to Recipient option below.

3rd Party Recipients: Academic institutions, businesses, and employers wishing to receive an official transcript must be received by the 3rd party must choose the Official Copy - Deliver to Recipient option below.

Please Choose a Service for this Order

Official transcripts can not be mailed to the College of Staten Island. Please address all Official transcripts to a University or Employer to avoid cancellation of your order.

☒ Official Copy Issued to Institution or Employer - Deliver to Recipient

\$7.00 per copy  
Choose only when sending to a business or institution.  
If this name is not provided, this transcript request WILL BE CANCELLED.

☐ Official Copy Mailed to Student for a Third Party

\$7.00 per copy  
Processed within 3 business days from the time the record is approved.  
Older records may require additional processing time.

**Step 7: scroll down and click on Select a Reason for Ordering**

\$7.00 per copy  
Processed within 3 business days from the time the record is approved.  
Older records may require additional processing time.

Tell us when to release your transcript(s)

☒ Send Now (Include courses in progress)

Other information required by CUNY College of Staten Island

Primary Reason for Ordering

Select a Reason for Ordering \*Required

Previous Next

## Step 8: select for State Licensure

Select a Reason for Ordering

- ☐ For Myself
- ☐ For Me to Send/Deliver to Someone Else
- ☐ For Transfer Admission
- ☐ For Transfer of Courses Taken Elsewhere
- ☐ For a Reverse Transfer Degree Program
- ☐ For Undergraduate Admission
- ☐ For Graduate Admission
- ☐ For Employment
- ☐ For Board Certification
- ☒ For State Licensure
- ☐ For a Scholarship
- ☐ For Some Other Reason

## Step 9: After clicking for State Licensure click Next

Official Copy Mailed to Student for a Third Party

\$10.00 per copy  
processed with the transcript when the record is approved.  
Older records may require additional processing.

Tell us when to release your transcript(s)

☒ Send Now (Include courses in progress)

Other information required by CUNY College of Staten Island

Primary Reason for Ordering

For State Licensure \*Required

Previous

Next

[Transcripts FAQs](#) | [Privacy Policy](#) | [Customer Service](#)



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### Step 3 of 5: Recipient(s)

Please choose a type of recipient

 Search for Recipient by Name  
Choose the recipient by name. This option is only available if the recipient is already set up in our system.  
This is the only way to find colleges or universities who accept CUNY credits.  
Note: to qualify for free CUNY-to-CUNY transcripts, you must use this option.

☐ Select an Application Service  
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

☐ Direct Access Code Lookup  
Choose this option if you were provided with a "Direct Access Code" by your recipient.

☐ Enter Recipient Manually

Previous

**Step 10: click on Enter Recipient Manually**

**Here is the form that you need to fill out.**

**Please fill it out the same way that I put it except for if you did go to CSI for your undergraduate or graduate clarify it. I went in my undergraduate that's why on the next picture it says that.**

4:41 50%  
credentials-inc.com/cgi-bin

### Required Recipient Information

This recipient is  
An Undergraduate School \*Required

Country  
UNITED STATES  
[Change Country](#)

Attention/Department  
New York State Education Department \*Required

School/Institution/Company  
Office of Teaching Initiatives

Address 1  
89 Washington Ave Room 5N EB \*Required

Address 2

City  
Albany \*Required

State  
NY \*Required Only for United States, Canada, Mexico, and Australia

ZIP Code  
12234 [City/State/Zip Help](#)

**New York State Education Department**

**Office of Teacher Initiatives**

**89 Washington Ave Room 5N EB**

**Albany, NY 12234**

4:41 56°

STATE

NY \*Required Only for United States, Canada, Mexico, and Australia

ZIP Code

12234 [City/State/Zip Help](#)

Telephone #

5184743901 \*Required

Enter N/A if not known [Telephone Help](#)

### Attachment Options for this Recipient

Some recipients require additional information pages ("Attachments") alongside your transcript.


Any transcript order with an Attachment is currently limited to a single recipient.

Are you providing an attachment?

☒ No ☐ Yes (This is not common) ?

[Cancel This Recipient](#) [Next](#)

[Transcripts FAQs](#) | [Privacy Policy](#) | [Customer Service](#)

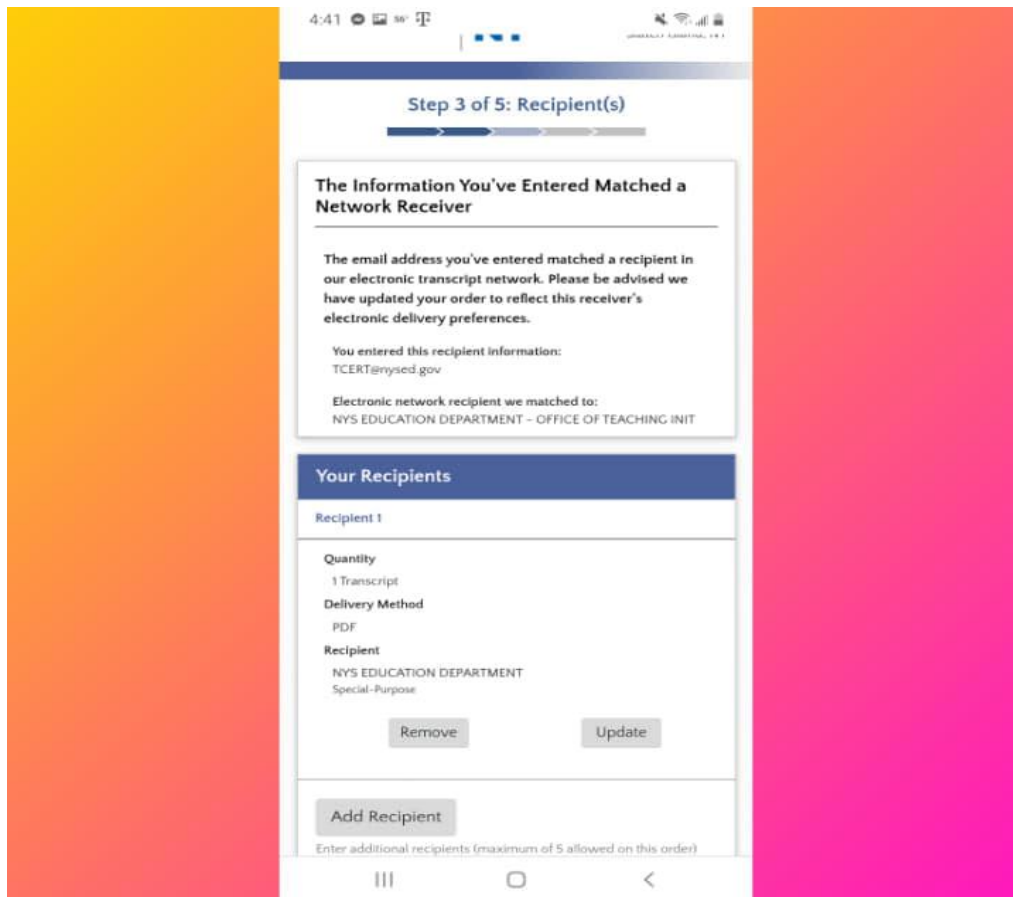
 **Credentials Solutions**

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Deerfield, IL 60015

**Phone Number: 518-474-3901**

**Are you providing an attachment? Click No**




**When finished click Next**




**Don't update – leave it the way it is.**

**When you scroll down a little bit more you're going to click on Continue to Summary.**

4:42





### Step 4 of 5: Summary

Please review and verify all information is correct before placing your order. If any changes are needed, click the *Edit* button to update your information. We are unable to update orders once placed and/or completed.

Student Information

Edit

Name:

Address:

Other Last Names:

Telephone #:

Email Address:

SSN/SIMS ID:

Birth Date:

Attended From Year:

Attended To Year:

Basic Order Information

Edit

Service Type:

Official Copy issued to Institution or Employer – Deliver to

Student Information [Edit](#)

## Edit

Name: \_\_\_\_\_

Address: [REDACTED]

Other Last Names:

Telephone #: [REDACTED]

Email Address: \_\_\_\_\_

SSN/SIMS ID: [REDACTED]

Birth Date: [REDACTED]

Attended From Year: \_\_\_\_\_

Attended To Year:

## Edit

Official Copy Issued to Institution or Employer - Deliver to

## Basic Order Information

Edit

## Service Type:

Official Copy Issued to Institution or Employer - Deliver to Recipient

## When to Send Transcript:

Send Now (Include courses in progress)

## Primary Reason for Ordering:

For State Licensure

## Your Recipient(s)

Edit

## Recipient 1

## Quantity

1 Transcript

## Delivery Method

Printed

1st Class Mail

Transcripts that are printed and mailed are an additional \$2.50 per transcript.

## Recipient

NEW YORK STATE EDUCATION DEPARTMENT  
OFFICE OF TEACHING INITIATIVES  
89 WASHINGTON AVE ROOM 5N EB  
ALBANY NY 12234

## Summary of Charges for Your Order

## School Transcript Charges:

\$7.00

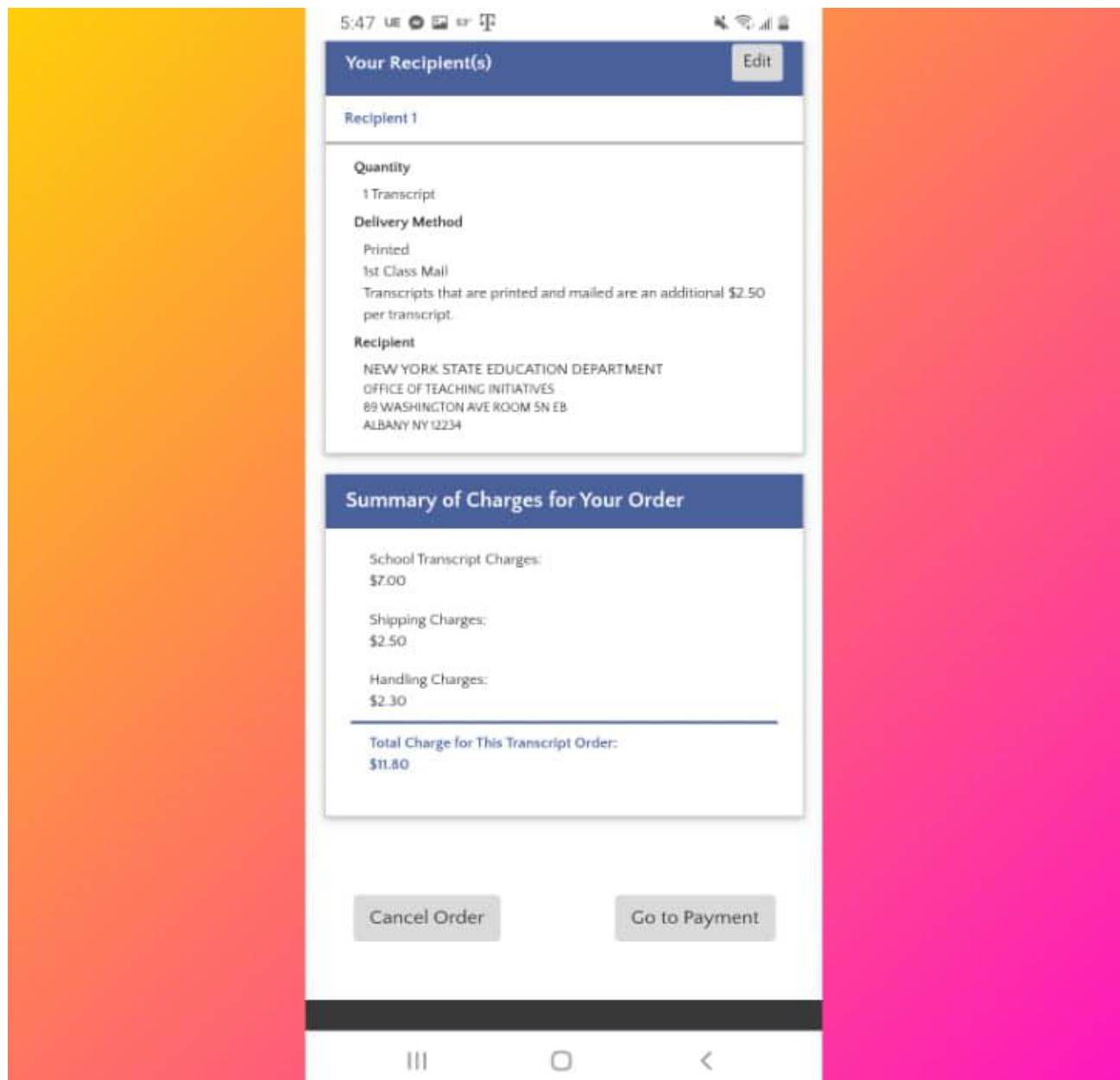
## Shipping Charges:

\$2.50

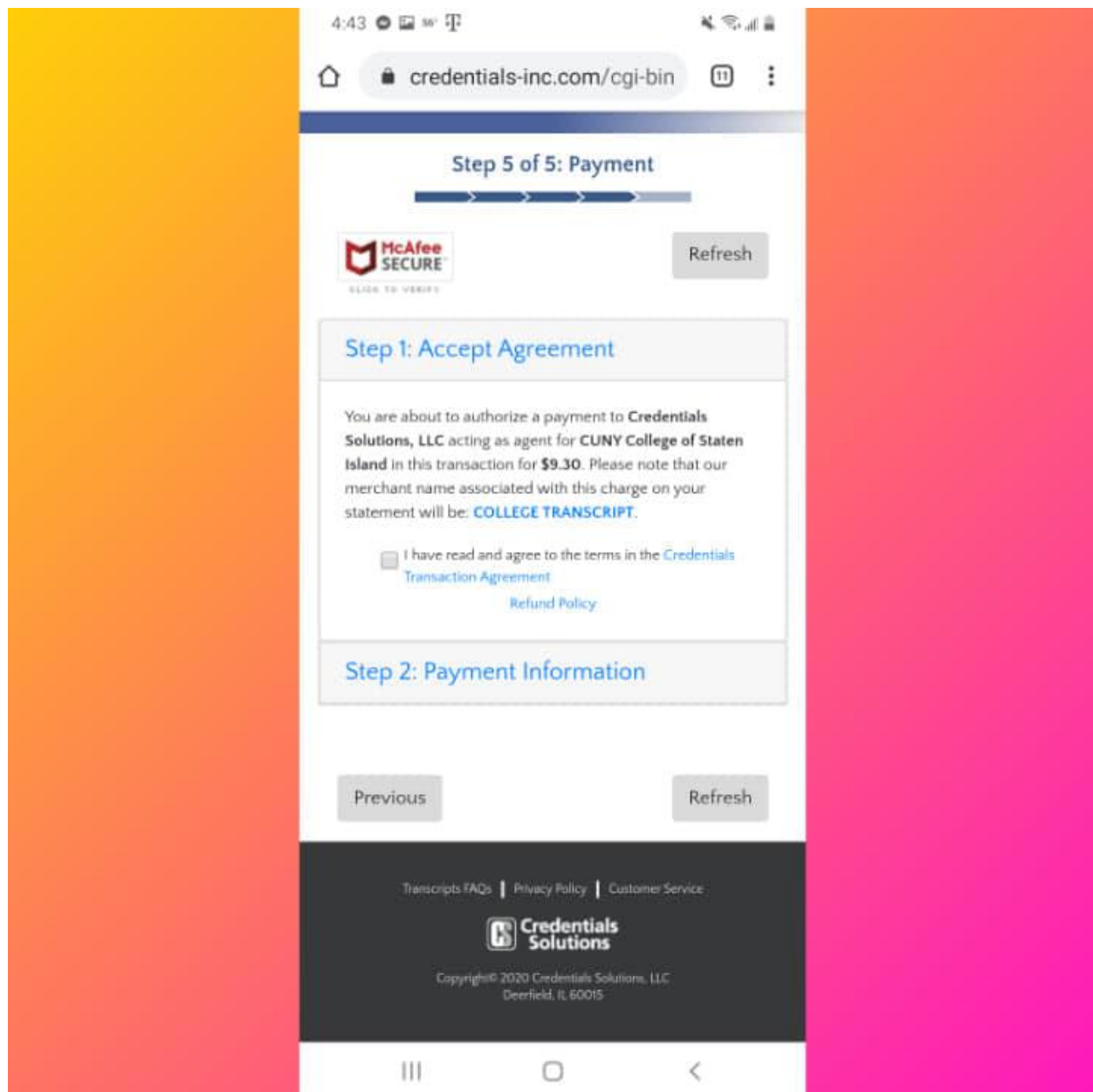
## Handling Charges:

\$2.30





**When your done with everything and agree with everything you can click on Go To Payment.**



**You have to click that you read and agree this section.**

## Fill Out Your Payment Page

6:14

Step 1: Accept Agreement

Step 2: Payment Information

[Click here if you are having trouble seeing the payment form below.](#)

**Review Your Order**

Total Amount:	USD	11.80
---------------	-----	-------

**Pay With Your Credit Card**

**Credit Card Number**

**Expiry Date (MMYY)**

**Security Code**

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

**Cardholder Name**

**Address**

4:44

**Cardholder Name**

**Address**

**City**

**State/Province**

**ZIP/Postal Code**

**Country**

**Submit Payment**

Once you fill out this out and click on Submit Payment then you are finished! 🙌