

Extramural Elective Official Transcript Requests

- If there is a HOLD on your record, this request will not be processed.
- Allow 2-3 business days for processing by the registrar.

For VSLO/VSAS applications:

- a. Official transcripts **are only sent electronically to host institutions**. It will automatically be included in all VSLO/VSAS Elective applications processed during a given semester, at no cost.
- b. To make a request, submit a completed VSAS Transcript Request Form to M4coordinator@med.cuny.edu.
- c. Please allow 2-3 business days for it to be uploaded to your application.
- d. Submit **only one** transcript request. If an updated transcript is required, please email the M4 coordinator.

For all other extramural elective applications: (if required)

- a. Submit an online request for each elective application using this link <https://www.ccny.cuny.edu/csom/transcripts>, as directed by the elective institution's application requirements.
- b. The transcript will be sent directly to the elective institution by the CSOM Registrar.
- c. Unfortunately, the Office of Student Affairs cannot send the transcript used for VSAS to the other institutions, except as part of a VSLO application and sent electronically through the VSAS.
- d. Questions/issues related to online transcripts requests should be directed to the CSOM Registrar's Office - SOMregistrar@med.cuny.edu