

CUNY SOM Extramural Elective Official Transcript Request Instructions

- **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 request a transcript click on the following link [VSLO/ERAS Transcript Request Form](#)
- c. Please allow 2-3 business days for it to be uploaded to your application.
- d. Submit only one transcript request.

For all other extramural elective applications: (if required)

- a. Submit an online request for each elective application using this link [Transcript Ordering](#), as directed by the elective institution's application requirements.
- b. The transcript will be sent directly to the elective institution by the CUNY SOM Registrar.
- c. Unfortunately, the Office of Student Affairs cannot send the transcript used for VSLO to the other institutions, except as part of a VSLO application and sent electronically through the VSLO.
- d. Questions/issues related to online transcripts requests should be directed to the CUNY SOM Registrar's Office - SOMregistrar@med.cuny.edu