



HOW TO REQUEST YOUR OFFICIAL TRANSCRIPT

Please follow the instructions carefully! The notes throughout the guide will help you with any questions you may have!

If you're struggling and need assistance, you can make an appointment with the CollegeNow Office using this QR CODE!





Students! Act Now or Lose Access to Your Lehman Email!

Your @lc.cuny.edu is shutting down. Make the switch now to your new email account: firstname.lastname##@stu-mail.lehman.cuny.edu. This is an important need to know to continue accessing your Lehman email.

Open your web browser, go to www.lehman.edu and click on "Login" as shown here.

Register now for Summer and Fall 2026 Classes

Register Now for Summer and Fall Semester Courses! Graduate Students, Applications are Open for Fall 2026 Semester!

"I wanted to do it for my kids and for myself."

Michelle Velez Adult Degree Program Student



Student, Faculty & Staff Email	↑
Lehman Connect	↑
College Local Area Network	↑
Campus Wireless Network	↑
Campus Phone System	↑
Lehman College Homepage	↑
Lehman 360	↑
LOMRS	↑
Library Systems	↑

(e.g., Firstname.Lastname##@login.cuny.edu)	campus services: (e.g., Firstname.Lastname)
<ul style="list-style-type: none"> ▶ Blackboard (only available for reference purposes until 12/31/2025 and for students to complete any Spring 2025 INC requirements by 12/15/2025.) 	<ul style="list-style-type: none"> ▶ Lehman Badges/Micro-credentials
<ul style="list-style-type: none"> ▶ Brightspace LIVE NOW! 	<ul style="list-style-type: none"> ▶ Lehman Login Account Manager New!
<ul style="list-style-type: none"> ▶ Coursedog (Works best with Firefox and Google Chrome) 	<ul style="list-style-type: none"> ▶ Lehman WCMS
<ul style="list-style-type: none"> ▶ CUNY Digital Resources 	<ul style="list-style-type: none"> ▶ Previous Lehman Student Email (firstname.lastname@lc.cuny.edu)
<ul style="list-style-type: none"> ▶ CUNYBuy 	<ul style="list-style-type: none"> ▶ Microsoft Office 365 Apps (firstname.lastname@lc.cuny.edu)
<ul style="list-style-type: none"> ▶ CUNYfirst (Works best with Firefox and Google Chrome) 	ve,
<ul style="list-style-type: none"> ▶ DegreeWorks (Works best with Firefox) 	▶ S
<ul style="list-style-type: none"> ▶ Dropbox 	
<ul style="list-style-type: none"> ▶ FACTS 	
<ul style="list-style-type: none"> ▶ IT - Knowledge Bases (How Tos) 	
<ul style="list-style-type: none"> ▶ IT - Report Incident (Issues) 	

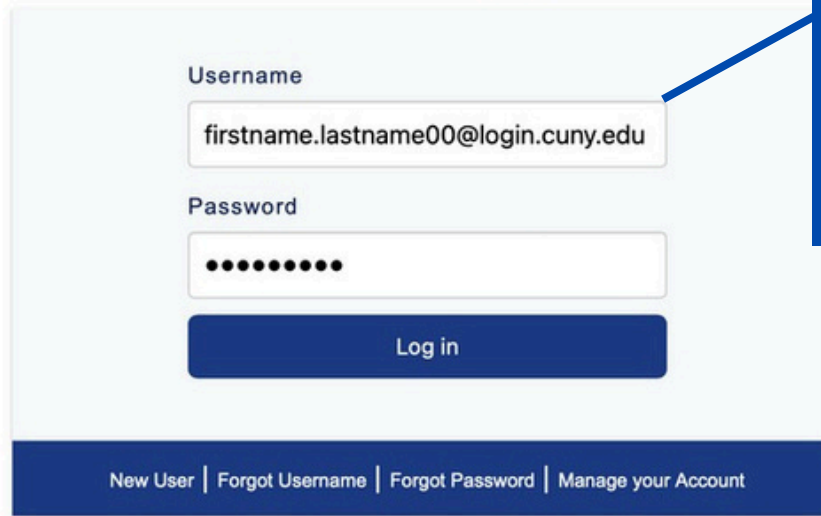
Systems Status Explained

Scroll down on this page and click on "CUNYfirst" under CUNY Logins to be taken to the CUNYfirst login page.

CUNY Login

Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).



The screenshot shows a login form with the following elements:

- Username:** A text input field containing the example email address "firstname.lastname00@login.cuny.edu".
- Password:** A text input field with ten black dots representing a masked password.
- Log in:** A dark blue button with the text "Log in" in white.
- Footer:** A dark blue bar with white text links: "New User | Forgot Username | Forgot Password | Manage your Account".

Enter your CUNYfirst login credentials as shown in this example. If you have used Brightspace or Blackboard before, the login credentials are exactly the same.

NOTE

If you have not claimed your CUNYfirst account, you must do that first so you can log in. You can click on "New User" and follow separate instructions.

PROTECT YOUR PERSONAL INFORMATION AND PRIVACY

ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).

Note: Please do not bookmark this page.

Confirm your CUNY MFA



To protect your CUNY Microsoft 365 account and email from fraudulent activity, please confirm that multi-factor authentication (MFA) has been set up. (click for instructions)

Never Share Passwords or MFA



No one from CUNY will ever contact you to request your password or MFA factor. If anyone calls, texts, or emails you requesting your password or MFA factor, it is a scam -- DO NOT provide the information.

Employee Self Service



Student Center



This is the CUNYfirst Homepage; yours may look slightly different but you should have the "Student Center" tile shown here. Hover your mouse over and click to continue.

Lehman Announcements



Lehman College Announcements - Click to View

PEOPLESOFT



Menu ▾

Search in Menu



Student Center ▾

< 3 of 3

CUNY Slider (Student Center)



Tasks and Holds



1 To Dos

Locate the "Graduation and Transcript" tile, then hover your mouse over and click to continue.

Student Tools



Schedule Builder



2 Active Appointments

DegreeWorks and FACTS



Financial Account



Financial Aid



CUNY Direct Deposit



Graduation and Transcript







Brightspace

Transfer Explorer

My Hub NSC



Graduation and Transcript

-  View Unofficial Transcript
-  Application for Graduation
-  Request Official Transcript
-  Enrollment Verification

Herbert H. Lehman College

University Operations

Locate the "Request Official Transcript" tab on the left hand side menu as shown here. Click on the tab and a new web browser tab will open. If it does not, check the pop-up blocker of the browser you are using.



The institutions listed below have appointed Credentials Solutions, LLC as agent to process their transcript orders.

To order an academic transcript, click on the name of the school.

School Name	Location		
CUNY Baccalaureate	New York, NY		
CUNY Baruch College	New York, NY		
CUNY Borough of Manhattan Community College	New York, NY		
CUNY Bronx Community College	Bronx, NY		
CUNY Brooklyn College	Brooklyn, NY		
CUNY College of Staten Island	Staten Island, NY		
CUNY Graduate Center	New York, NY		
CUNY Guttman Community College	New York, NY	Yes	No
CUNY Hostos Community College	Bronx, NY	Yes	No
CUNY Hunter College	New York, NY	Yes	No
CUNY John Jay College	New York City, NY	Yes	No
CUNY Kingsborough Community College	Brooklyn, NY	Yes	No
CUNY LaGuardia Community College	Long Island City, NY	Yes	No
CUNY Lehman College	Bronx, NY	Yes	No
CUNY Macaulay Honors College	New York, NY	Yes	No

This new page will open on your browser. Scroll down and click on "CUNY Lehman College" as shown here. This will redirect you to the Parchment Ordering page. This is the CUNY vendor that processes official transcript orders.

[CUNY Lehman College](#)

The previous page should redirect you to the Parchment Ordering page. If not, follow the instructions below.

You Are Being Redirected

The previous page you were on is redirecting you to Parchment.com. If this does not automatically redirect within a few seconds please [click here](#) to continue.

Learner Account



CUNY Lehman College

250 Bedford Park Blvd W, Bronx, NY, 10468-1527, US

A MESSAGE FROM CUNY LEHMAN COLLEGE

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

START HERE - ENTER YOUR EMAIL ADDRESS

Input field for email address with a green checkmark icon on the left.

Continue

* All items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

You will need to create a Parchment Learner account to proceed. Your email address will be populated from CUNYfirst. You can delete the current email on this page and use a different one.

ENTER YOUR PERSONAL INFORMATION

[Redacted Name Field]

[Redacted First Name] [Redacted Middle Name] [Redacted Last Name]

[Redacted First Name] [Redacted Middle Name] [Redacted Last Name]

[Redacted Education Level] [Redacted Degree Type] [Redacted Degree Program]

Your full name and date of birth will be populated from CUNYfirst. Verify that the information is correct.

Select your highest level of education from the drop-down menu.

ENTER YOUR CONTACT INFORMATION

[Redacted Phone Number]

[Redacted Country] United States of America

[Redacted Address 1]

Address 2

[Redacted City] [Redacted State] [Redacted Zip]

UNABLE TO VALIDATE ADDRESS

Your phone number and address will be populated from CUNYfirst. Verify that the information is correct and add missing information, if any. You can also change your address.

CHOOSE A PASSWORD

[Redacted Password] [Redacted Confirm Password]

CREATE ACCOUNT & CONTINUE

Create a password and click "Create Account & Continue" to finish on this page.

Enrollment Information

CANCEL X

NAME
DOB

Some additional information related to your enrollment is required below.



CUNY Lehman College

would like you to provide the following information:

* Are you currently enrolled?

 No, not currently attending

* What was your first year of attendance?

 2020

* Year you graduated or left

 2022

Your Student ID Number

 12345678

* Please verify your name while attending



[Redacted]



Other name variation or maiden name

Select your enrollment status from the drop-down menu. We recommend to wait until your CN course is finished and final grades are posted in CUNYfirst to order an official transcript. In that case your status will be "No, not currently attending".

Check this box to verify your name. If you changed your name, check the box below and type your name variation.

Check this box and click "Complete My Registration" to finish on this page.

Finish creating my Parchment account *without* placing an order right now.

COMPLETE MY REGISTRATION

Type the years you were enrolled in the Lehman College Now Program. Type your EMPLID in the field "Your Student ID Number"
We recommend to download your unofficial transcript from CUNYfirst so you can see the years of attendance and EMPLID.

Available Credentials



The following credentials are available from CUNY L your order by selecting a credential listed below (you

Lehman College will be added to your Parchment Learner account and you can click "Order" in the "Transcript" tile to place your order



Transcript

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order



Duplicate Diploma

A Diploma is a certificate awarded by an educational institution to show that someone has successfully completed a course of study.

Order

Set Delivery Destination

CANCEL X

Your order will be sent from CUNY Lehman College to the individual and/or organization at the destination below.

OR

 [I'm sending to myself or another individual](#) 

On this page you will set the destination of the transcript. Here are some tips:

- **Know the full name and address of the college, university, or institution.**
- **Know the office that should receive the transcript in case multiple offices appear within one institution. It is common for transcripts to be received by the Admissions or Registrar's Office but you need to confirm with the institution. Some institutions have an undergraduate processing center, know if you should send the transcript there instead of the general address.**

Your order will be sent from **CUNY Lehman College** to the individual and/or organization at the destination below.

Please note that processing time for electronic transcripts generally takes 1 business day, processing for paper transcripts generally takes 3-5 business days, and processing for duplicate diplomas generally takes 3-5 business days for recipients to receive the documents.

Q | Cuny hun Search

CUNY Hunter College
New York, NY, US

CUNY Hunter College Graduate Admissions
New York, NY, US

CUNY Baccalaureate
New York, NY, US

CUNY York College
Jamaica, NY, US

TYPE:
College / University

ADDRESS:
9420 Guy R Brewer Blvd
Jamaica, NY 11451-0002
US

[See All Results](#)

Not finding what you're looking for?

[Enter Your Own](#)

SHOWING 1-4 OF 46

This is just an example but notice the full address is shown on the right side after hovering the mouse over the desired institution. Click on the institution name to select it.

You can send the physical transcript to yourself or an individual but keep in mind that once the envelope is opened, the transcript is no longer official. We highly recommend to refrain from using this option unless it is absolutely necessary.

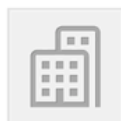
< BACK

Item Details



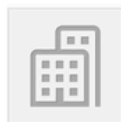
Transcript

For: [Redacted]



FROM

CUNY Lehman College
Bronx, NY



TO

CUNY Hunter College

Delivery Method: **Electronic**

Credential Fee:	\$3.41
Sales Tax:	To Be Calculated
Item Total:	\$3.41

GRADUATE DIPLOMA: Under CUNY's updated policy (effective 4/23/2025), you may choose a preferred first and/or middle name for their diploma. A last name is always required. If you graduated after 4/23/2025, enter your preferred name or leave blank to use your legal name. If you graduated before 4/23/2025, enter your legal name or first submit a Legal Name Change Request.

This question is required. Select "Undergraduate Admissions" unless you need the transcript for another purpose.

This question is required. Select "Send Now" for when you want to send the transcript. Remember to order the transcript after your final grades are posted in CUNY first.

* Purpose

* When do you want this sent?

Send Now


REPLACEMENT DIPLOMA: Under CUNY's updated policy (effective 4/23/2025), eligible graduates may choose a preferred first and/or middle name for their diploma. Your legal last name is always required. If you graduated after 4/23/2025, enter your preferred name below or leave blank to use your legal name. If you graduated before 4/23/2025, you must use your legal name or first submit a Legal Name Change Request via your registrar.

* Purpose

* When do you want this sent?

Send Now

Add An Attachment File

 Would you like to add an attachment file? (optional)

Add Attachment

It is not required to add an attachment unless you have been instructed by the receiving institution. For example, an attachment may be a course syllabus or letter of explanation.

Please review the information below pertaining to the type of consent that is required to complete this order.

Most Recent Signature Consent On File

Clear & Sign Again

John Smith

Full name as signed above:

Sign your full name in this section.

- * I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

CONTINUE

* All items marked with a red asterisk are required.

[< BACK](#)


Order Summary

On this page you can review the order and see the total fee. Read carefully and ensure everything is correct.

i Your order has not been placed yet. Please review and complete the order below

Here's your order summary [REDACTED]

[Expand All](#)

FOR	[REDACTED]	1	\$3.41	^
ITEM	Transcript		\$3.41	
FROM	CUNY Lehman College			
TO	CUNY Hunter College, New York, NY			
+ Add another item for [REDACTED]				

Total Credential Fees
Sales Tax

Order Total

Click "Continue" to go to the payment page.

CONTINUE



Payment will be collected through Parchment's **secure payment gateway** upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

