

ATB Information from QC HUB/Registrar (11/22/2024):

1. **To Submit a Transcript Request:**

- The student should submit an online transcript request through this [link](#).

2. **To Complete Form J (Part A):**

- Ensure the student completes **Part A** of [Form J](#) and attach the complete form with all pages to their transcript request.

3. **For Certification of Part B:**

- QC HUB/Registrar will handle **Part B** certification and have the transcript mailed to the NYSED HSE Office via Parchment.

4. **Checklist Waiver:**

- Once the process is complete, QC HUB/Registrar will add a checklist waiver in CUNYfirst to update the Financial Aid FACTS screen with the new "waived" status.