



# Cornell University

## ILR School

### Extension Division Transcript Request Form/ Continuing Education Unit (CEU) Request Form

Students who successfully complete an approved course or workshop with I&LR Extension are eligible to receive CEUs for each course or workshop. This course or workshop must have taken place on or after January 1, 2003.

Please complete the form below to request a transcript or CEU credits. If you meet the requirements outlined above, we will send you official notification. Please note, this request cannot be processed until the conclusion of the course.

\*Items with an asterick(\*) are required if you would like to receive Continuing Education Unit credit and for Cornell University-ILR to verify your attendance and completion of the course or workshop.

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\*Full Name \_\_\_\_\_

\*Home Address \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone \_\_\_\_\_

E-mail: \_\_\_\_\_

Course Name(s) \_\_\_\_\_

Dates of Attendance \_\_\_\_\_

\*Birthdate \_\_\_\_\_

\*Social Security Number (required) \_\_\_\_\_

(Used only for reporting to the credit granting agency and verification purposes)

\*Signature \_\_\_\_\_

Please sign your request. We cannot release this information without your signature.

Please send your request to:  
Cornell University, ILR School  
Attn: Jasminy Joe  
16 E. 34<sup>th</sup> Street, 4<sup>th</sup> Floor  
New York, NY 10016-4328 or fax it to: 212-340-2890