



# Transcript Request Form

## OFFICE OF THE REGISTRAR

University Registrar Office H-214

2039 Kennedy Blvd., Jersey City, NJ 07305-1597

### REGULAR SERVICE: "Mail service NO pickup"

If you have an **OUTSTANDING BALANCE**, Check with Office of Student Accounts H-106 [Bursar@njcu.edu](mailto:Bursar@njcu.edu). No Transcript will be released without clearance. Complete form and return form to Registrar's Office staff for processing.

### SAME DAY SERVICE: "In-person service transcript provided to student"

Bring completed form to the Office of Student Accounts (H-106), where you will pay \$10.00 and receive clearance for the release of your transcript for the same day service.

### EMAIL SERVICE: [www.studentclearinghouse.org](http://www.studentclearinghouse.org)

1988 - Present National Student Clearinghouse is the secured provider for NJCU students.

\*If zip code is omitted or incorrect, delivery will be delayed

### 1. STUDENT INFORMATION (please print clearly)

\_\_\_\_\_ Last name First Middle Int.

\_\_\_\_\_ No & Street c/o or Apt. No.

\_\_\_\_\_ City State \*Zip Code

\_\_\_\_\_  
Former Name

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Last 4 Digits of SS# Gothic Net ID# Phone #

\* If zip code is omitted or incorrect, delivery will be delayed

### 2. MAILING INFORMATION: (please COMPLETE clearly for mailing)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_ City State \*Zip Code

If zip code is omitted or incorrect, delivery will be delayed

### 3. TRANSCRIPTS REQUESTED:

#### a. Type of Service:

- 1. \_\_\_ Regular Service, No Fee, **Emailed or Mailed** within 4 business days
- 2. \_\_\_ Same Day Service, \$10.00 per transcript, provided within 1hour until 4 pm

#### b. Number and Type of Official Transcript(s)

\_\_\_ # Student Copies \_\_\_ # 3<sup>rd</sup> Party or Sealed Copies

#### c. Restrictions for Regular Service

##### DO NOT MAIL TRANSCRIPT UNTIL:

- \_\_\_ a) Current semester grades are posted for:
- \_\_\_ b) Change of grade is completed for:
- \_\_\_ c) Notation of degree awarded is posted for:  
FALL\_\_\_, WINTER\_\_\_, SPRING\_\_\_, SUM1\_\_\_, SUM2\_\_\_, SUM3\_\_\_.

### 4. UNIVERSITY ATTENDANCE INFORMATION:

- a) \_\_\_ Yes \_\_\_ No Attended prior to Fall 1987 \***Email Service will be provided at NJCU.**
- b) By each division indicate year attended and the graduation date(s)

The approximate dates are acceptable.

First Year Last Year

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
NJCU Undergraduate Division  
NJCU Graduate Division  
NJCU Occupational Educ. Division

Month Year

\_\_\_ Bachelor's Degree awarded \_\_\_\_/\_\_\_\_

\_\_\_ Master's Degree awarded \_\_\_\_/\_\_\_\_

### 5. STUDENTS SIGNATURE REQUIRED:

Your signature indicates you are giving NJCU authorization to release your transcript.

\_\_\_\_\_  
Signature & Date

### BURSAR'S OFFICE USE ONLY:

\_\_\_ Contact Bursar Office H-106

\_\_\_ # Copies \$10.00 In-person only

\_\_\_ Cash \_\_\_ Chk \_\_\_ CC

\_\_\_\_\_  
Rec'd by & Date

### REGISTRAR'S OFFICE USE ONLY:

\_\_\_ Outstanding balance with NJCU

# of Copies sent:

- \_\_\_ Interdepartmental
- \_\_\_ Mailed as requested
- \_\_\_ Same Day Service
- \_\_\_ Issued to Student

\_\_\_ Total Copies

\_\_\_\_\_  
Sent by & Date