TRANSCRIPT REQUEST FORM

Return this form via: Email (registrar@usj.edu), Fax (860.231.8396), or Post Mail
University of Saint Joseph, Office of the Registrar, 1678 Asylum Ave. West Hartford, CT 06117

TRANSCRIPT POLICIES PLEASE READ BEFORE ORDERING!

Student Division: Transcripts include all divisions of study while at the University of Saint Joseph. It is not necessary to order separate transcripts for undergraduate and graduate records.

Holds: Official transcripts will be processed only if all university financial obligations have been met. These include: parking hold, library hold, bursar (tuition) hold.

Quantity: Unlimited official transcripts, as long as payment is made for each. Limit of one unofficial transcript per order. Student can make copies.

PROOF OF PAYMENT

$4.00 per official copy.
No fee for unofficial.

I am ordering _______ official transcripts, and have paid $ ________.

My receipt number is:

OR

My check number is:

MAILING INSTRUCTIONS: (If ordering transcripts to multiple addresses, use the back of this form or email to indicate instructions for each additional copy.)

Type of transcript: __________ (official, unofficial) Quantity: ___

☐ Pick up transcript(s) in the Registrar’s Office*
☐ Send to my current mailing address as it is listed above
☐ Send to the following address:

____________________________________________________________

____________________________________________________________

____________________________________________________________

SIGNATURE: __________________________ DATE: ____________

* Pick Up Option: Transcripts will be held for 30 days. A photo ID must be presented at time of pick up. If someone else will be picking up your transcript, please enclose a letter indicating your consent to release your record (must include the individual’s full name and your handwritten signature).

Office of the Registrar, University of Saint Joseph, 1678 Asylum Avenue, West Hartford, CT 06117, (860) 231-5225
Revised 6/2016. OFFICE USE ONLY: ____________________________ (INITIALS) ___________________ (DATE)