TRANSCRIPT REQUEST FORM

UNIVERSITY OF SAINT JOSEPH CONNECTICUT

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.

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

STUDENT ID #: _____ **or** SS#: _____
CURRENT NAME: _____ REQUEST REASON: Employment
DOB:__ /__ /____ FORMER NAME: _____
PHONE: _____ EMAIL: _____
CURRENT MAILING ADDRESS: _____
_____
_____
_____

SIGNATURE: _____ DATE: _____

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 (select one) **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 email address as listed above (unofficial only)
☐ Send to the following address:

_____
_____
_____

* **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).

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:

*No cash. Check is **only** acceptable if this form is being mailed. Online payment instructions can be found at usj.edu/registrar.*

SPECIAL HANDLING (OPTIONAL)

☐ Hold for grades
☐ Hold for degree
☐ Rush shipping*

* Please provide your own envelope and pre-paid postage or email registrar@usj.edu before making payment online