

# John Paul the Great Catholic University

## Official Transcript Form

\*Student Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Return To:  
John Paul the Great Catholic University  
Registrar  
10174 Old Grove Road Suite 200  
San Diego, CA 92131  
Fax: 858.653.3791 Phone: 858.653.6740

\*Date of Birth: \_\_\_\_\_

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

\*Daytime Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

\*Transcript should be processed:

\*Dates of Attendance: \_\_\_\_\_

\_\_\_\_ Now, although some grades may be missing

Total Credits Completed: \_\_\_\_\_ (Or approximate completed)

\_\_\_\_ Hold for current semester grades

**For RUSH SERVICE you must select FedEx delivery. Electronic delivery is NOT rush service.**

\*Delivery Method of Transcript: (Select one delivery method only)

\_\_\_\_ Send Electronically in PDF Format (Must include both mailing address and e-mail address)

\_\_\_\_ Printed Copy Mailed by U.S. Mail

\_\_\_\_ FedEx Delivery (Additional \$30.00 fee) (FedEx requires a signature upon delivery)

Address where transcript is to be mailed:

FULL NAME OF UNIVERSITY OR BUSINESS PRINTED ABOVE

FULL NAME OF UNIVERSITY OR BUSINESS PRINTED ABOVE

Attn: \_\_\_\_\_

Attn: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Address 2: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip : \_\_\_\_\_

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

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

Transcript Fees:

Number \_\_\_\_\_ x \$ 5.00 = \$ \_\_\_\_\_  
FedEx Delivery \$30.00 = \$ \_\_\_\_\_ (Each Address)  
***Total Amount Due*** \$ \_\_\_\_\_

\*\*Payment Enclosed:

\_\_\_\_ Check  
(Payable to John Paul the Great Catholic University)  
\_\_\_\_ Cash

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Transcript cannot and will not be processed without your signature)

\*Required Fields

\*\*Any request received that does not have payment enclosed will NOT BE PROCESSED. Official transcript fee is \$5 per transcript address or transcript set. All transcripts within the set must be sent to the same address.

\*\*Returned checks due to insufficient funds will result in a service charge of \$25.00.

OFFICE USE ONLY

Date received \_\_\_\_\_

Date completed \_\_\_\_\_

**A transcript request will not be processed for a student who is delinquent to the university.**