JOHN PAUL the great
CATHOLIC UNIVERSITY

DATE REC'D	COMPLETED
AMT. PAID	PAY METHOD

OFFICE USE ONLY

▪ Transcript Request Form ▪

PERSONAL INFORMATION

Last Name First Middle Previous Last Name(s)

Current Address

City State Zip Phone

Date of Birth Dates of Attendance

REQUEST DETAILS

TYPE OF TRANSCRIPT REQUESTED

☐ Official, Sealed Transcript ☐ Unofficial Transcript

A transcript request will not be processed for a student who is deliquent to the University.

TRANSCRIPT SHOULD BE PROCESSED

☐ Now, although some grades might be missing ☐ Hold for current semester grades

DELIVERY METHOD OF TRANSCRIPT

Transcript requests are processed within three business days after receipt of the request.

For Rush delivery, you MUST select FedEx delivery. Electronic delivery is NOT rush service.

Unofficial Transcripts

☐ Send Electronically in PDF Format *(must include both mailing address & email address)*

☐ Fax ☐ In-person pick up

Official Transcripts

☐ Printed Copy by U.S. Mail

☐ FedEx Delivery ***(Additional $30.00 fee)*** *FedEx requires a signature upon delivery.*

ADDRESS(ES) WHERE TRANSCRIPT IS TO BE MAILED

Full name of University or Business
Attn.
Address
City • State • Zip
☐ Email Address ☐ Fax Number

Full name of University or Business
Attn.
Address
City • State • Zip
☐ Email Address ☐ Fax Number

PAYMENT

Any request that does not have payment enclosed will not be processed. Official transcript fee is $5 per 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.

Number: _____ x $5.00 = $_____ (+ FedEx Delivery: $30.00/address) = Total $_____

PAYMENT ENCLOSED: ☐ Check ☐ Cash

SIGNATURE

Transcript cannot and will not be processed without a signature.

Signature: _____ Date: ____ / ____ / _____