ST JOHN'S COLLEGE

ANNAPOLIS · SANTA FE

ALUMNI | FORMER STUDENTS

Records/Unofficial Transcript Request Form

Name _____ Name while enrolled _____

Address _____

_____

Telephone (land) _____ (cell) _____ SSN _____

Years Attended: _____

Program: ☐ BA ☐ MALA ☐ MAEC

Academic records are released only upon receipt of the student's signed, written request delivered to the Office of the Registrar in person, via mail, email, or by fax.

Check one or more boxes:

☐ Unofficial Transcript

☐ Degree Verification

All documents will be delivered to you by email/PDF free of charge. The surface of the Unofficial Transcript is stamped UNOFFICIAL multiple times. The Degree Verification carries the registrar or associate registrar signature. The legibility of the Don Rag/Conference Reports/GI Comment Sheets varies depending on the penmanship of the tutor.

To complete your order, please sign the following release: "Fully informed about the St. John's College policy of not transmitting academic records electronically, I release the college of any responsibility or liability that may arise from my directive to send the documents noted above to my email address as noted next to my signature."

Signed: _____ **Email Address:** _____

Official Transcripts: As of December 2013, official transcripts are ordered through our on-line transcript exchange servicer–Parchment. Fees apply. Ensure that you register as a current or former college student since the service also handles high school transcripts. Following this one time registration process, you will go directly to the **Order Transcripts** field to place your orders. Parchment delivers electronic and paper-format transcripts throughout the nation and globally.

1. Go to www.parchment.com
2. Select the **SIGN UP box** in the upper right corner.
3. Select the **green Sign Up button** in the upper right corner.
4. Under *Student Registration*, click on the **green College Transcript text.**
5. Proceed through the registration process.

Send/scan an image of the completed request form to: registrar@sjcsf.edu
Fax to 505-984-6175 or Print and Mail to: St. John's College, Office of the Registrar
1160 Camino de la Cruz Blanca, Santa Fe, New Mexico 87505-4599, USA