

Unofficial Records Request Form

NAME WHILE ENROLLED

STUDENT ID

ADDRESS

TELEPHONE

YEARS ATTENDED

Program: BA MALA

Academic records are released only upon receipt of the student's signed, written request delivered to the Office of the Registrar.

Check one or more boxes: Unofficial Transcript Don rag/conference report
or GI tutor comment sheets

For current students: Send after current semester grades/reports are available.

All documents will be delivered to you by email/PDF free of charge. The surface of the Unofficial Transcript is stamped UNOFFICIAL multiple times.

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 document(s) noted above to my email address as noted next to my signature."

SIGNED

EMAIL ADDRESS

DATE

Official Transcripts: As of December 2013, **official transcripts** are ordered through our on-line transcript exchange servicer—**Parchment**. Fees apply. Following a 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.

To order official transcripts through Parchment: sjc.edu/annapolis/offices-services/registrar

Return the completed request form.

Email: annapolis.registrar@sjc.edu

Fax: 410-295-6937

Mail: St. John's College, Office of the Registrar
60 College Ave
Annapolis, MD 21401, USA