



FOR CURRENT STUDENTS ONLY
(ALUMNI & FORMER STUDENTS PLEASE VISIT PARCHMENT.COM)

RECORDS/TRANSCRIPT REQUEST FORM

Name _____ Student ID# _____

Address _____

Telephone (land) _____ (cell) _____ SSN _____ Email _____

CURRENT STUDENTS

Undergraduate: ☐ JF ☐ FF ☐ SO ☐ JR ☐ SR

Graduate Student: ☐ Eastern Classics ☐ Liberal Arts

Academic records are released only upon receipt of the student's signed, written request delivered to the Office of the Registrar in person, via land mail, email or by fax. All financial obligations to the College must be satisfied before an Official transcript will be processed. No transcripts, grades or other academic reports will be emailed or discussed over the telephone. Rush and/or express delivery orders must be pre-approved by staff and prepaid before processing.

Requestor's Signature _____ Date _____

☐ Mail transcript(s) to the student at address above

☐ Send now

OR

OR

☐ Mail transcript(s) directly to address(es) noted below

☐ Send after semester grades are available

Please use the following TYPE codes with the number you are requesting below:

OT Official Transcript

UT Unofficial Transcript

EV Enrollment Verification (*check here ☐ if GPA is needed*) ***applies only to currently enrolled students.***

DR Don Rag/Conference Report (please specify semester/year) _____

TYPE/QUANTITY _____ / _____

TYPE/QUANTITY _____ / _____

Address _____

Address _____

Please use a blank page for additional addresses.

If you wish an *unofficial* transcript to be sent as a pdf to your email address, or to be faxed to you, please provide a live signature on 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 explicit request that my unofficial transcript be faxed or emailed to the fax or email given in the address area above." (Please note that official transcripts CANNOT be faxed or emailed.)

Signed: _____ **Send to Email/Fax:** _____

Regularly processed transcripts are **free of charge**. Supplementary fees apply for RUSH service and/or Express Delivery. If you would like to request either of these services, please check one or both of the following and provide credit card information below.

☐ Please RUSH my transcript (s) for a fee of \$10 (**request is moved to the top of the day's work pile**)

☐ Please arrange for Federal Express One-Day Overnight Delivery (this charge normally falls between \$20-\$25). For rush and/or express delivery orders received via fax, please provide the credit card information below. **FedEx only delivers to physical street addresses/offices, not P.O. boxes.**

Circle Card Type: Visa / MC / Discover / Amex Card # _____

Name on Card _____ Expiration Date _____ CVV Code _____

Card Billing Address _____

Card Billing Phone _____

Send/scan an image of the completed request form to: santafe.registrar@sjc.edu or
print and mail to: St. John's College, Office of the Registrar, 1160 Camino Cruz Blanca,
Santa Fe, New Mexico 87505-4599, USA