

## Transcript Request Form

To the Applicant:

Please complete these forms and use them when requesting two official copies of your transcript from the Registrar of each of the colleges or universities you have attended. There is usually a fee for this service. Have the Registrar return the transcripts to you in a sealed envelope, with the Registrar's signature over the seal, and send it unopened to the Director of Admissions of the Graduate College with the other parts of your Self-Managed Application. If you anticipate a delay in receiving your transcripts, you are encouraged to include in your Self-Managed Application a student copy of your academic record(s) and forward your official transcript(s) as soon as possible.

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To the Registrar of \_\_\_\_\_  
(College or University)

We request your assistance in facilitating the application process to **The Jefferson College of Graduate Studies, Thomas Jefferson University**. Please place this form and **two official transcripts** (bearing the signature of the Registrar and the Seal of the institution) in a letterhead envelope from your office. Seal the envelope and sign across the seal to ensure confidentiality. Then return the envelope to the applicant. The applicant is responsible for the fee for this service. Thank you.

Name of Applicant \_\_\_\_\_ Social Security # \_\_\_\_\_

Current Address \_\_\_\_\_  
(Street) (Apt. #) (City) (State) (Zip)

Intended Program of study at the Jefferson College of Graduate Studies  
\_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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