



TRANSCRIPT REQUEST FORM

Note: Submit a separate form for each mailing address.

- CHECK ONE:**
- Official Copy (Signed and embossed with the University seal) Fee: \$5.00 per request
 - Unofficial Copy (Does not bear the signature or Seal) No fee for unofficial transcripts

Please send copies of my transcript to:

MAILING LABEL (Type or print firmly)

Person or Office: _____
 Institution: _____
 Address: _____
 City, State, Zip: _____

Social Security Number:
 _____ - _____ - _____

Date of Birth: _____
 Month Day Year

- Check one:**
- Send transcript as is
 - Hold for change of grade
 - Hold for current term grades
 - Hold until degree is posted

Name During Enrollment:
(If different from current name)

Telephone: (Area Code) _____ (Number) _____

Day: _____
 Evening: _____

Student Enrollment at Jefferson

Degree type: Ph.D. M.D. Master's
 Bachelor's Certificate Associate Non-Degree

Major Program: _____

From: Term: _____ Year: _____ **To:** Term: _____ Year: _____

Enrollment: _____

Graduation: Month: _____ Year: _____ Did not graduate

MAILING LABEL (Type or print firmly)

Student: _____
 Address: _____
 City, State, Zip: _____

FOR OFFICE USE ONLY

Fee: _____ Due: _____

Paid: _____ Please remit promptly

Check/Money Order Cash

Rec'd by: _____

Date: _____

Transcript Sent: _____

I hereby authorize the release of my academic transcript to the address listed above.

Student Signature _____ Date _____

The processing fee of \$5.00 per OFFICIAL transcript is due at the time of the request. Make checks payable to THOMAS JEFFERSON UNIVERSITY.

- Thomas Jefferson University's policies governing the issuance of academic transcripts are as follows:
- No transcript may be released without the written authorization of the student. (Required by Federal Law.)
 - Copies of transcripts issued directly to students are unofficial and stamped with the notation "Issued to Student."
 - If the receiving institution (e.g., a graduate or professional school or a licensing board) requires the student to include an official transcript with other documentation (such as an application), the transcript will be enclosed in a sealed envelope with the signature of the Director of Student Records written across the flap.

Alteration or forgery of a transcript of the student academic record is a criminal offense.

Due to the volume of requests, transcripts are normally processed within 5 working days. During peak periods such as registration, drop-add processing, grade reporting, and preparation for commencement, processing of transcript requests may require up to 10 working days. However, under extreme circumstances, requests for expedited processing may be honored. In fairness to other students, an additional \$5.00 fee per request will be assessed for this service. Additionally, fees for services such as Federal Express will be the responsibility of the student.

The University reserves the right to withhold transcripts, grades, and diplomas from students who have unsatisfied financial obligations to the University.