Official Saint Joseph's College Transcript Request Form

Mail Transcript Request To:
Saint Joseph's College
Registrar's Office
PO Box 929
Rensselaer, IN 47978

Personal Information

Student ID # or Social Security #:_____Home Phone:_____

Please print clearly the students name and home address below:

_____

_____

_____

Degree Earned:_____

Date Earned:_____

Date of Birth:_____

Other Names Used:_____

Type of transcript being requested

☐ Official ☐ Unofficial Copy (Photocopy, no charge)

Check all that apply:

☐ Currently Enrolled at Saint Joseph's College

☐ Issue to Student (Choose): _____ In a sealed envelope _____ Stamped "Issued to Student"

☐ Issue to Address Below ☐ Issue to Address Above

☐ Send immediately ☐ Hold for current semester grades

☐ Hold for grade change ☐ Hold for degree posting

☐ Other:_____

Explain:_____

Mail Transcript To: (A separate request form must be used for each recipient. **Please Print Clearly**.)

_____

_____

_____

_____

Total Number of Transcripts Requested:_____ ($5.00 per official copy mailed to each address. Duplicate copies mailed to the **same address** would be an additional $3.00 per copy.)

Note: Per College Policy, at no time will transcripts be faxed.

Total Amount Due:_____ **(Payments in person by cash, check or money order. Pay by mail with check or money order only.)**
Make checks payable to Saint Joseph's College. There is a $15.00 charge for returned checks. Records of those with outstanding bad checks will be held until both the processing fee and returned check charge are cleared.

OFFICE USE ONLY: *** No future transcripts will be mailed until balance due is paid in full.**

Amount Paid_____ Balance Due*_____ Prepared By_____Date_____

I affirm that I am the above named student. In compliance with Public Law 93-380, Family Education Rights and Privacy Act of 1974 (as amended), I hereby give my written consent and do therefore authorize Saint Joseph's College to release my student records as identified above.

_____ _____

Signature of Student (REQUIRED) **Date**

NOTICE: THE ENCLOSED TRANSCRIPT OF RECORD IS BEING FORWARDED ON THE CONDITION THAT IT CANNOT BE RELEASED IN WHOLE OR PART TO ANY OTHER PARTY WITHOUT THE WRITTEN CONSENT OF THE INDIVIDUAL TO WHOM IT PERTAINS, IN ACCORDANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974.