



ST JOHN'S College

SANTA FE • ANNAPOLIS

FOR CURRENT STUDENTS ONLY

(Alumni and Former Students Please Visit The National Student Clearinghouse)

RECORDS/TRANSCRIPT REQUEST FORM

Name _____ Student ID# _____

Address _____

Telephone (land) _____ (cell) _____ Email _____

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

Mail transcript(s) directly to address(es) noted below Send after semester grades are available

Unofficial Transcript

Enrollment Verification (*check here if GPA is needed*)

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

Residency Verification

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:** _____

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 de Cruz
Blanca, Santa Fe, New Mexico 87505-4599, USA