



Records/ Unofficial Transcript Request Form

NAME

NAME WHILE ENROLLED

ADDRESS

TELEPHONE

LAND / CELL

YEARS ATTENDED

STUDENT ID

Program:  BA  MALA

Academic records are released only upon receipt of the student's signed, written request delivered to the Office of the Registrar in person, via email, or mail.

- Unofficial Transcript
- Degree or Enrollment Verification
- Don rag/conference reports or GI comment sheets

For current students:  Send after current semester grades/reports are available.

**The Unofficial Transcript will be delivered to you by email/PDF free of charge. Please allow 2-3 business days for transcript requests to be processed. The signature field must have a signature and not your printed name.**

To complete your order, please sign 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 directive to send the document(s) noted above to my email address as noted next to my signature."

SIGNED

EMAIL ADDRESS

DATE

**Official Transcripts:** As of April 2019, **official transcripts** are ordered through our online transcript exchange server—National Student Clearinghouse (NSC). Fees apply. NSC delivers electronic and paper-format transcripts throughout the nation and globally.

To order official transcripts: [tsorder.studentclearinghouse.org](http://tsorder.studentclearinghouse.org)

Send/scan and image of the completed request form to [annapolis.registrar@sjc.edu](mailto:annapolis.registrar@sjc.edu) or print and mail to:

St. John's College, Office of the Registrar  
60 College Ave  
Annapolis, MD 21401, USA