



## Office of the Registrar

487 Michigan Ave., NE

Washington, DC 20017

Tel. 202-529-5300 x 122 / Fax 202-636-1700

## Transcript Order Form

### How to Order a Transcript:

Requests must bear the signature of the student; email and phone requests are not acceptable.

Requests will be accepted by the Registrar via mail or fax.

Each address must have a separate request.

Transcripts will not be available for those who have outstanding financial obligations to the school.

There is a \$5.00 fee for each official copy requested. These are signed and sealed.

There is a \$3.00 fee for each unofficial copy requested. These are not signed or sealed.

Transcripts are sent within three business days after fees are received, payable to Pontifical Faculty.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Please check all that apply and sign:

Current Student

Hold transcript for end of semester grades

Former Student or Graduate

Date of Last Attendance \_\_\_\_/\_\_\_\_/\_\_\_\_

Former Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send directly to college, university or employer (transcripts will not be faxed)

\_\_\_\_\_ Number of official copies

\_\_\_\_\_ Number of unofficial copies

Hold for pick up by student

\_\_\_\_\_ Number of official copies

\_\_\_\_\_ Number of unofficial copies

PLEASE FORWARD TRANSCRIPT TO:

\_\_\_\_\_

For Office Use Only

\_\_\_\_\_

Date Sent: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_