



Transcript Request Form

Please read ALL conditions carefully before filling out this form.

- There is a **\$10.00** service fee for each requested transcript.
- If a student comes to the Registrar's Office and requests their transcripts to take with them, the service fee is **\$12.00**.
- Any student who attended Centenary University prior to 2000. Please allow a minimum of 10 working days for processing
- All current students: Please allow one week for processing.

Please bring the completed form with payment to the **Registrar's Office (Seay, Lower Level)** or mail to: **Registrar's Office, Centenary University 400 Jefferson St., Hackettstown, NJ 07840.**

In person pickup through appointment only. Please call before to arrange pickup.

Please send:		Undergraduate Transcript:	Graduate Transcript:	Both:
Name:		Student ID#:		
Name while Attending:		Years Attended:		
		Date of Birth:		
Mailing Address:				
Telephone Number:		Signature:		Date:
Number of Unofficial copies:		Number of Official Copies:		
Receiving Institution and Address (please print mailing address clearly):				

Send immediately OR Hold for posting of: Fall Grades Spring Grades Summer Grades Degree Posted

Please fill out the following information if paying with a credit card

Name on card:

I authorize the charging of my credit card in the amount of (plus, effective January 1st 2026, a 3% domestic/4.25% International credit/debit card service fee subject to change without notice):

\$

Credit card number: ☐ Visa ☐ MC

CV code: (3 digit)

Expiration date:

Cardholder's
Signature: