



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**.
- If you are on hold by the Business Office, Library, or any other office at Centenary University, we must also withhold your transcript until all outstanding debts are resolved.
- 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.

Main Campus Students: 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.

SPS, APP, CAPS and Online Students: Please mail the completed form with payment to: Centenary University, 7 Campus Drive, Suite 201, Parsippany, NJ 07054. *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 November 7, 2016, a 2.65% credit/debit card service fee):
\$ _____

Credit card number: Visa MC

CV code: (3 digit)

Expiration date:

Cardholder's
Signature: _____