

**To Be Completed By The Applicant**

If you have attended more than one college or university you may photocopy this form. Please complete the information requested on this form. **Fax or mail it to the college / university you have previously attended to request a transcript of your grades** . Please send the completed form along with the institution's transcript fee. *Many institutions allow for online transcript requests. We encourage you to check their website for availability.*

Name \_\_\_\_\_  
Last First MI

If transcripts carry a name other than your current name, please state : \_\_\_\_\_

School \_\_\_\_\_

Date of Enrollment \_\_\_\_\_ Degree \_\_\_\_\_

Year Graduated \_\_\_\_\_

Social Security Number \_\_\_\_\_

I authorize the release of my academic transcript to Saint Joseph's University.

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

**To Be Completed By The Registrar**

The person named above is applying to online programs of Saint Joseph's University . In order to complete the applicant's file, the candidate requests that a transcript of the academic record be sent to the

Saint Joseph's University  
Online Admissions Processing Center  
851 Trafalgar Court  
Suite 420 - West  
Maitland, FL 32751

The applicant's authorization appears above . If not included on the transcript, please include the applicant's cumulative grade - point average, cumulative rank in the class and the grade - point system (for example, A=4, B=3, etc .)

Cumulative grade point average \_\_\_\_\_

Cumulative rank in class \_\_\_\_\_

Explanation of grade point system \_\_\_\_\_

Signature of School Official \_\_\_\_\_ Date \_\_\_\_\_

Institutional Seal

