



## TRANSCRIPT REQUEST FORM

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First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Last four digits of Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Dates of Attendance Semester/Year \_\_\_\_\_ to Semester/Year \_\_\_\_\_

### When would you like the transcript sent?

- As soon as possible
- After final grades are posted for the current semester (*current students*)
- After my degree is posted to the transcript (*graduating students only*)

### Please check one.

- I will pick up the transcript from the Academic Office.**
- I am requesting a transcript for myself. Please mail it to the address listed below.**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

- I am requesting a transcript be sent directly to another institution.**

Institution Name \_\_\_\_\_

ATTN \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Institution Phone \_\_\_\_\_

### Forms should be mailed or emailed to:

Saint Joseph Seminary College  
Registrar's Office  
75376 River Road  
St. Benedict, LA 70457  
*transcripts@sjasc.edu*

**Official transcripts are \$8.00 per transcript. Unofficial transcripts are \$5.00 per transcript.** Checks or money orders payable to *Saint Joseph Seminary College* should be mailed with the form. If the form is being sent electronically, please make a copy and include it with the mailed payment.

All **official** transcripts are sent through USPS mail. Official electronic transcripts are not available, but unofficial transcripts may be sent electronically upon request. Transcripts may not be released for anyone with a remaining balance at Saint Joseph Seminary College.

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