

Transcript Request



JOHNSON & WALES
UNIVERSITY

- Transcripts may be released only upon written request of the student; this is done in accordance with the Family Educational Rights and Privacy Act (FERPA).
- JWU does not charge a fee for transcripts; if a student is not current in all financial obligations to the university only an **unofficial** transcript will be released.
- Official transcripts are printed on special paper & placed in sealed envelopes issued directly to the student or authorized designee.

Please print clearly and legibly

Name (while in attendance): _____

Student ID #: J **Date of Birth (mm/dd/yy):** _____

Note: if you do not know your J#, leave blank.

Date(s) enrolled & campus: _____

Program (check all that apply): ___ undergraduate ___ continuing education ___ graduate

Your current contact information:

Mailing address: _____

Phone #: _____ **E-mail address:** _____

Your transcript request:

- Upon receipt of your request, allow up to **3 business days** for processing; however, a longer period of time may be required for processing at the end of a term or during peak enrollment periods.
- Records prior to 1995 may be located on microfilm; if applicable, please allow **5-10 business days** for processing.
- A maximum of **20 copies per year** may be requested.

Mail/Fax transcript(s) to: _____
(note: faxed copies are not official)

Type of transcript: ___ Academic (i.e. grades, GPA, dates) ___ Performance* **Official?*** ___ Yes ___ No

**The performance transcript evaluates industry-specific & general workplace skills employers consider valuable (this transcript was implemented first with students who entered the Providence Campus in 2000 & then other campuses in 2002).*

***Students selecting "yes" who have not met all financial obligations will be issued an **unofficial** transcript only.*

Process: ___ immediately ___ after current term's grades are posted **# of copies:** _____

Your Signature: _____ **Date** _____

Submit your request to Student Academic & Financial Services via fax or mail (if you intend to pick-up your transcript, visit your campus office in-person with this request):

- *Mail to:* Student Academic & Financial Services, att: Transcripts, 8 Abbott Park Place, Providence, RI 02903
- *Fax to:* 401-598-2832

Administrative Use Only update SPAIDEN SHARQTC Holds letter notification? Copy to Transcript File