



WILLIAM JESSUP UNIVERSITY

OFFICIAL TRANSCRIPT REQUEST FORM

333 Sunset Blvd., Rocklin CA 95765 (916) 577-2200

Please print:

Full Name: _____

Former Names: _____

Current address: _____

Current phone: _____

Last year at SJBC/SJCC/WJU: _____

Reason for request: _____

Birthdate: _____ Social Security # _____

Signature: _____ Date: _____

(signature required by Family Educational Rights and Privacy Act)

Please send:

____ (#) official copy(s) of my college transcript to:

____ (#) unofficial copy(s) of my college transcript to:

Please send transcript:

- RUSH (2 days) Within 10 business days After final grades are available for the term (Approximately five weeks after the end of the term) After graduation is verified

YOUR ORIGINAL SIGNATURE AND FULL PAYMENT OF TRANSCRIPT REQUEST FEE ARE REQUIRED IN ORDER TO PROCESS.

- Transcripts are not issued until all accounts with the college are cleared.
- Please indicate payment method below.
- First transcript is \$10.00; each additional transcript within the same order is \$2.00. You may order multiple transcripts to have on hand for future needs.
- A 2-day rush transcript request is \$15.00.
- Transcripts may be faxed but are not always considered official by some organizations.
- Faxed transcript fees: unofficial transcript \$5.00, official transcript (with hard copy follow-up) \$15.00.
- Normal transcript processing time is 10 days; two weeks should be allowed at the end of each semester.
- Please allow sufficient time for transcript to be processed and arrive at destination.
- Transcripts from high schools or other colleges cannot be duplicated. You must apply directly to each school for copies of their transcripts.
- Unofficial transcript requests are mailed for free.

I am paying by:

Visa Mastercard Card# _____ Expiration _____

Name as it appears on credit card: _____

Credit Card Billing Address (if different from above): _____

Check/cash to be mailed with request to Registrar, William Jessup University, 333 Sunset Blvd, Rocklin, CA 95765. I understand that my transcript request will not be processed until you receive my full payment.

Please fax or mail this completed form to: Registrar/Transcript Request William Jessup University 333 Sunset Blvd, Rocklin, CA 95765 Fax: (916) 577-2240