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