

REQUEST FOR TRANSCRIPT OF RECORD

Attach a check or money order with applicable fee.

See reverse side for instruction and terms and fee information.

NO TRANSCRIPTS WILL BE ISSUED IF THERE ARE ANY TRANSCRIPT HOLDS

Number of Transcripts Requested: Regular Processing: _____ Rush Processing: _____

Complete as Appropriate:

- ___ Send transcript now
- ___ Delay for current grades Session/Year _____
- ___ Delay for grade change (specify) _____
- ___ Delay for Degree Award Notation (Allow at least 1 month for evaluation and posting of degree after last academic session.)
- ___ Special Instructions _____

Student Name _____
Last First Middle Student ID # (or social security #)

Other names you have used: _____ Birth Date _____

Current Address _____
Street Telephone # (____) _____
City State ZIP

Major (please circle) LAW OTHER ACADEMIC NON-ACADEMIC CONTINUING ED

First Attended _____ Last Attended _____ Degree/Certificate: NO ___ YES ___ Date _____

SIGNATURE _____ **DATE** _____

Original signature required - no copy or fax. The Family Educational Rights & Privacy Act (FERPA) of 1974 prohibits the release of transcript information without the student's written consent.

DISPOSITION OF TRANSCRIPTS:

___ Mail to me Quantity _____ AND/OR Will pick up on _____ Quantity _____

___ Mail to the following: **Clear and complete address required!**

1) _____ Quantity _____
Print Institution/Firm Name

_____ Address

_____ City State Zip

2) _____ Quantity _____
Print Institution/Firm Name

_____ Address

_____ City State Zip

Office Use Only

Date produced: _____ Processed by: _____

Picked up by _____ Date _____

Student's Initials

PICTURE ID NEEDED IF PICKING UP TRANSCRIPT IN PERSON

JOHN F. KENNEDY UNIVERSITY

REQUEST FOR TRANSCRIPT OF RECORD Instructions and Terms

PLEASE READ CAREFULLY.

**COMPLETE THE TRANSCRIPT REQUEST FORM ON THE REVERSE SIDE COMPLETELY.
THIS SHEET REFLECTS JOHN F. KENNEDY UNIVERSITY POLICY.**

Regular Transcript Processing Fees:

See current University catalog or call the Registrar's Office (925-969-3353) for current fees.

Allow up to two weeks for processing of regular transcripts, particularly during the beginning and end of the quarter. Transcripts are usually processed within a much shorter time.

Rush Transcript Processing Fee:

See current university catalog or call the Registrar's Office (925-969-3353) for current fees.

Rush Transcripts will be ready for U. S. mail or pick-up at the end of the next working day. If you wish overnight mail, you must make the arrangements and provide the prepaid envelope. Rush processing cannot be guaranteed during registration periods.

A transcript is issued only if all financial obligations to the University have been paid in full.

Unofficial transcripts will not be issued to students.

Transcripts are never faxed.

THE FOLLOWING WILL DELAY THE PROCESSING OF YOUR TRANSCRIPT REQUEST.

1. Transcript requests without appropriate fees or signatures will be returned.
2. If you have an outstanding balance or any transcript hold, your transcript request will be held until the balance has been paid or the hold cleared. The transcript will be sent upon notification of clearance.
3. John F. Kennedy University is not responsible for delays caused by technical breakdowns.
4. John F. Kennedy University is not responsible for delays resulting from grades not filed with the Registrar's Office.

PLEASE NOTE:

1. New graduates are automatically sent a form to request a complimentary official transcript upon the posting of the degree. If you have just graduated, we suggest you request regular processing and ask that it be held until the degree has been posted.
2. Official transcripts unsealed by students must be reordered with full payment of fees.
3. Students picking up their transcripts are required to show a picture ID.
4. Transcripts may not be faxed.