

Attach a check or money order with applicable fee.

REQUEST FOR TRANSCRIPT OF RECORD

JOHN F. KENNEDY UNIVERSITY, REGISTRATION, 100 ELLINWOOD WAY, PLEASANT HILL, CA 94523
Check university catalog or call Registrar's Office for current fees
See reverse side for instruction and terms

Regular Processing: How many? Rush Processing: How many?

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
City State ZIP Telephone #

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.

NO TRANSCRIPTS WILL BE ISSUED IF YOU HAVE ANY TRANSCRIPT HOLDS

DISPOSITION OF TRANSCRIPTS:

Mail to me How many? AND/OR Will pick up on How many?

Mail to the following: Clear and complete address required!

1) Print Institution/Firm Name How many?

Address
City State Zip

2) Print Institution/Firm Name How many?

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

## 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.

### FOR TRANSCRIPTS BEING SENT TO GOLDEN GATE UNIVERSITY

There has been an on-going problem with transcripts sent from John F. Kennedy University to Golden Gate University. For reasons unknown, we are informed by students that Golden Gate University states they never received the transcript that we have sent.

As a consequence, John F. Kennedy University suggests that when ordering a transcript to go to Golden Gate University, request that the transcript be mailed to you for "hand delivery" or for you to mail on to them. You will then have the assurance that the transcript was properly sent.

If you still prefer to have a transcript sent directly from our office to Golden Gate University, sign the release below acknowledging that you have been informed of the problem, and that you agree to pay the processing fee for any additional transcripts that may have to be sent.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Date