



## Transcript Request Form

Please read ALL conditions carefully before filling out this form.

- There is a **\$10.00** service fee for each requested transcript.
- If a student comes to the Registrar's Office and requests their transcripts to take with them, the service fee is **\$12.00**.
- If you are on hold by the Business Office, Library, or any other office at Centenary University, we must also withhold your transcript until all outstanding debts are resolved.
- Any student who attended Centenary University prior to 2000. Please allow a minimum of 10 working days for processing
- All current students: Please allow one week for processing.

**Main Campus Students:** Please bring the completed form with payment to the Registrar's Office (Seay, Lower Level) or mail to: Registrar's Office, Centenary University 400 Jefferson St., Hackettstown, NJ 07840.

**SPS, APP, CAPS and Online Students:** Please mail the completed form with payment to: Centenary University, 7 Campus Drive, Suite 201, Parsippany, NJ 07054. In person: Monday – Thursday 11 am – 6 pm; Friday 9 am – 3:00 pm.

Name:		Student ID#:	
Name while Attending:		Years Attended:	
		Date of Birth:	
Mailing Address:			
Telephone Number:	Signature:	Date:	
Number of Unofficial copies:		Number of Official Copies:	
Receiving Institution and Address (please print mailing address clearly):			

Send immediately OR  Hold for posting of: Fall Grades  Spring Grades  Summer Grades  Degree Posted

**Please fill out the following information if paying with a credit card**

Name on card:	I authorize the charging of my credit card in the amount of (plus, effective November 7, 2016, a 2.65% credit/debit card service fee: \$ _____)	
Credit card number: <input type="checkbox"/> Visa <input type="checkbox"/> MC	CV code: (3 digit)	
Expiration date:	Cardholder's Signature: _____	