



JOHNSTOWN STATE UNIVERSITY

Johnstownstateuniversity.com

866-534-8236

info@johnstownuniversity.com

Transcript Request Office of the Registrar Johnstown State University. Please use a separate form for each recipient.

ATTENTION Please note that the process has changed. Both current and former students can order official transcripts via registrar@johnstownstateuniversity.com. You may also fax 866-319-4502.

Name: _____
(Last) (First) (Middle)

Name While Attending:

(if different than above) (Last) (First) (Middle)

Address:

Date of Birth: _____

Dates Attended: _____

Email: _____

Phone: _____

Please check all that apply:

- I will take with me/pick up
- Please mail to address below How many copies do you need? _____

Please list the address as it should appear on the envelope:

Signature of Student _____

Date _____

Transcript cannot be sent or released without student's signature. Please note: • Most recipients (especially academic institutions) do not consider a transcript as "official" if it has been issued to the student. Thus, even if you are taking the transcript to mail yourself, you should indicate above the actual recipient. • Transcripts are generally processed within 5 business days. Please allow 6 to 13 days for delivery. • All financial obligations with the University must be satisfied before a transcript can be released. • The transcript fee is \$8.00 per copy. Please include a money order. Our office no longer accepts cash or check for payment. • Our office cannot accept mailed transcript requests that include attachments (i.e., AMCAS or LSAC forms).