Transcript Request

- Transcripts may be released only upon written request of the student; this is done in accordance with the Family Educational Rights and Privacy Act (FERPA).
- JWU does not charge a fee for transcripts; if a student is not current in all financial obligations to the university only an unofficial transcript will be released.
- Official transcripts are printed on special paper & placed in sealed envelopes issued directly to the student or authorized designee.

Your student enrollment information:

Name (while in attendance): ___________________________ Date of Birth (mm/dd/yy) __________________

ID ___________________________ Date(s) enrolled & campus: __________________

Major at time of attendance ___________________________

Your current contact information:

Permanent address: ____________________________________________

Permanent Phone #: ___________________________ E-mail address: __________________

Your transcript request: Name and address of

- Upon receipt of your request, allow up to 3 business days for processing; however, a longer period of time may be required for processing at the end of a term or during peak enrollment periods.
- Records prior to 2000 may be located on microfilm; if applicable, please allow 5-15 business days for processing.
- A maximum of 20 copies per year may be requested.

Issued to: ____________________________________________

Name & Address: ____________________________________________

(required)

Level ___*ESL ___Undergraduate ___Graduate ___All Official?** ___Yes ___No

*ESL coursework will only appear on a separate transcript for students who had ESL coursework remaining as of summer 2017.

**Students selecting “yes” who have not met all financial obligations will be issued an unofficial transcript only.

Process: ___immediately ___after current term’s grades are posted # of copies: ________

Your Signature: ___________________________ Date _____________

Submit your request to Student Academic & Financial Services via fax or mail (if you intend to pick-up your transcript, visit your campus office in-person with this request):

- Mail to: Student Academic & Financial Services, att: Inactive Records/Transcripts, 8 Abbott Park Place, Providence, RI 02903
- Fax to: 401-598-2832
- Email: sas.pvd@jwu.edu (form must have written signature, it cannot be typed)

Administrative Use Only

update GOAEMAL update SPAIDEN SHARQTC Copy to Transcript File

Holds letter notification

Corresponding HDI to be referenced: Transcripts HDI Request Process or Print Academic Transcripts