



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 College, we must also withhold your transcript until all outstanding debts are resolved.**
- **Any student who attended Centenary College 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 College 400 Jefferson St., Hackettstown, NJ 07840.**

SPS, APP, CAPS and Online Students: Please mail the completed form with payment to: **Centenary College, 300 Littleton Rd., 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:	
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: \$ _____
Credit card number: <input type="checkbox"/> Visa <input type="checkbox"/> MC	CV code: (3 digit)
Expiration date:	Cardholder's Signature: