

Select Your Campus:

Gloucester  Cumberland

Date of Request: \_\_\_\_\_

**Current Students** — Unofficial transcripts are available on your student Portal for viewing and printing.

<p><b>Directions for remote submission (Gloucester Campus):</b></p> <ol style="list-style-type: none"> <li><b>Complete and Sign the Transcript Request Form</b> <i>(Electronic signatures will only be accepted with State or Federal ID accompanying request.)</i></li> <li><b>Email or Fax the Form back to RCSJ Gloucester</b> <i>(transcripts@rcsj.edu) (Fax: 856-464-1483) Photo ID may be required.</i></li> <li><b>Payment — Call the Business Office at 856-415-2226</b> <i>Payment can also be made through your student portal. Transcripts are Non-refundable.</i></li> </ol> <p><b>Note:</b> Transcripts submitted and not paid within 30 days will be void and all payments must be made prior to printing</p>	<p><b>Directions for remote submission (Cumberland Campus):</b></p> <ol style="list-style-type: none"> <li><b>Login to your Cumberland Web Advisor portal</b> Go to the Students Menu and select Transcript Request (official) <b>or</b></li> <li><b>Complete and Sign the Transcript Request Form</b></li> <li><b>Mail the Form back to RCSJ Cumberland</b> Cumberland Campus 3322 College Dr. Vineland, NJ 08362 Attn: One Stop Enrollment</li> <li><b>Payment — Must be included with the mailed form via check or money order. Transcripts are Non-refundable.</b></li> </ol>
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<p>Print Student Last Name, First Name <i>(required)</i></p> <hr/> <p>Street Address <i>(required)</i></p> <hr/> <p>City <i>(required)</i>      State <i>(required)</i>      ZIP <i>(required)</i></p> <hr/> <p>Daytime Phone/Cell Number <i>(required)</i></p>	<p>Maiden or Previously Name Used <i>(if applicable)</i></p> <hr/> <p>Student ID Number <i>(not required)</i></p> <hr/> <p>Last 4 of SSN <i>(required)</i>      Date of Birth <i>(required)</i></p> <hr/> <p>Email <i>(required)</i></p>
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<p><b>How should we send your transcript? Pick up or Mail (Check one)</b> RCSJ does not have the ability to email Official Transcripts</p> <p><b>Pick Up:</b> <input type="checkbox"/> <i>(Photo ID Required)</i></p> <p><b>Mail Out:</b> <input type="checkbox"/> <i>(Fill out "Mail To" section)</i></p> <p><b>Please note:</b> RCSJ Gloucester Campus sends most transcripts electronically to participating New Jersey schools. A list of participating NJ institutions are viewable on our website: <a href="http://RCSJ.edu/StudentRecords/Forms">RCSJ.edu/StudentRecords/Forms</a></p>	<table border="1" style="width:100%"> <tr> <th>Type</th> <th>Number Ordered</th> <th>Price</th> <th>Bus. Off. use only</th> </tr> <tr> <td>Standard</td> <td><input type="checkbox"/></td> <td>\$5</td> <td>Amount Paid</td> </tr> <tr> <td colspan="4">Mailed/Pick-up after 5-7 business days</td> </tr> <tr> <td>Expedited</td> <td><input type="checkbox"/></td> <td>\$10</td> <td></td> </tr> <tr> <td colspan="4">Next day printing and mailing or pick-up after 12 noon</td> </tr> <tr> <td>Same Day</td> <td><input type="checkbox"/></td> <td>\$25 Pick-up only</td> <td></td> </tr> <tr> <td colspan="4">2- hour wait time after paid request is submitted to Records</td> </tr> </table>	Type	Number Ordered	Price	Bus. Off. use only	Standard	<input type="checkbox"/>	\$5	Amount Paid	Mailed/Pick-up after 5-7 business days				Expedited	<input type="checkbox"/>	\$10		Next day printing and mailing or pick-up after 12 noon				Same Day	<input type="checkbox"/>	\$25 Pick-up only		2- hour wait time after paid request is submitted to Records			
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<p><b>All Transcripts are Nonrefundable</b> RCSJ uses USPS for all mailed transcripts resulting in a 7 – 10 day delivery window from its mailing date. <i>RCSJ does not provide expedited shipping services.</i></p> <p><b>When should we process your request? (if blank your request will be processed according to your payment option)</b></p> <p><input type="checkbox"/> Send As Soon as Possible</p> <p><input type="checkbox"/> Send After Grades Post for Current Term</p> <p><input type="checkbox"/> Send After Degree is Awarded for Current Term</p>																													
<p>I hereby authorize the release of my official transcript(s) as indicated.</p> <p>Signature: _____ <i>(Electronic signatures will only be accepted with State or Federal ID accompanying request.)</i></p>																													