



Select Your Campus:

Gloucester Cumberland

Official Transcript Request Form

Date of Request: _____

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

Directions for remote submission (Gloucester Campus):

- 1. Complete and Sign the Transcript Request Form**
(Electronic signatures are not accepted, but if you have difficulty signing, just attach a copy of your State/Federal ID)
- 2. Email or Fax the Form back to RCSJ Gloucester**
(transcripts@rcsj.edu) (Fax: 856-464-1483) Photo ID is required.
- 3. Payment — Call the Business Office at 856-415-2226**
*Transcripts are Non-refundable. *Payment must be paid through your Portal- "MyCampus" tab, 'Pay My Bill'*

Directions for remote submission (Cumberland Campus):

- 1. Login to your Cumberland Web Advisor portal**
Go to the Students Menu and select Transcript Request (official)
or
- 1. Complete and Sign the Transcript Request Form**
- 2. Mail the Form back to RCSJ Cumberland**
Cumberland Campus 3322 College Dr. Vineland, NJ 08362 Attn: One Stop Enrollment
- 3. Payment — Must be included with the mailed form via check or money order. Transcripts are Non-refundable.**

Print Student Last Name, First Name *(required)*

Street Address *(required)*

City *(required)* State *(required)* ZIP *(required)*

Daytime Phone/Cell Number *(required)*

Maiden or Previously Name Used *(if applicable)*

Student ID Number *(not required)*

Last 4 of SSN *(required)* Date of Birth *(required)*

Email *(required)*

How should we send your transcript? Mail

Pick Up: This is not an option

Mail Out:
(Fill out "Mail To" section)

Please note: RCSJ Gloucester Campus sends most transcripts electronically to participating New Jersey schools. A list of participating NJ institutions are viewable on our website: RCSJ.edu/StudentRecords/Forms

Type	Number Ordered	Price	Bus. Off. use only
Standard	<input type="checkbox"/>	\$5 Per Copy	Amount Paid
Ready after student payment is received, usually 7-10 business days for mailing.			_____

All Transcripts are Nonrefundable
RCSJ uses USPS for all mailed transcripts resulting in a 7 – 10 day delivery window. **RCSJ does not provide expedited shipping services.**

Mail to: Print the Name and Address of the Recipient (Do Not Leave blank)

Name: _____ Dept: _____

Address: _____

City: _____ State: _____ ZIP: _____

When should we process your request? *(if blank your request will be processed according to your payment option)*

Send As Soon as Possible

Send After Grades Post for Current Term

Send After Degree is Awarded for Current Term

Name: _____ Dept: _____

Address: _____

City: _____ State: _____ ZIP: _____

I hereby authorize the release of my official transcript(s) as indicated. I signed below or I attached a copy of my State or Federal ID for verification and faster processing.

Signature: _____
(Electronic signatures will not be accepted without ID.)