



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 will not be accepted.)
- 2. Email or Fax the Form back to RCSJ Gloucester**
(transcripts@rcsj.edu) (Fax: 856-464-1483) Photo ID may be required.
- 3. Payment — Call the Business Office at 856-415-2226**
Transcripts are Non-refundable.

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.**

<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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How should we send your transcript? Pick up or Mail (Check one)

Pick Up:
(Photo ID Required)

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 Amount Paid
Standard	<input type="checkbox"/>	\$5	_____
Ready after 5 business days, after payment is received			
Expedited	<input type="checkbox"/>	\$10	_____
Ready next day after 12 noon, after payment is received			

Mail to: Print the Name and Address of the Recipient
(Leave blank if picking up)

Name: _____ Dept: _____

Address: _____

City: _____ State: _____ ZIP: _____

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.**

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

I hereby authorize the release of my official transcript(s) as indicated.

Signature: _____
(Electronic signatures will not be accepted.)