Rowan College SOUTH JERSEY

Business Office, Gloucester Campus
Fax: 856-464-1483
Email: *transcripts@rcsj.edu*

Official Transcript Request Form

Date of Request: _____

Current Students – Unofficial transcripts are available on your student portal for viewing and printing

Directions for electronic submission:

1. **Complete and Sign Form** (electronic signatures will not be accepted)
2. **Email or Fax the form back to RCSJ**
   (*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**
   (Payment is required before processing)

Print: Student Last Name, First Name (required) _____

Maiden or Previously Name Used (if applicable) _____

Street Address (required) _____

Student ID Number (not required) _____

City (required) _____ State _____ ZIP _____

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

Daytime Phone/Cell Number (required) _____

Email (required) _____

Type	Number Ordered	Price
Standard	☐	$5
Expedited	☐	$10

Ready after 5 business days, after payment rec'd

Ready next day after 12 noon, after payment rec'd

Bus. Off. use only
Amount Paid _____

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.***

Pick Up or Mail (Check one)

Pick Up: ☐ (Photo ID Required)

Mail: ☐ (Fill out "Mail to" section)

Would you like your transcript(s) held for grade and/or degree posting? (if applicable)

☐ Grade Class: _____

☐ Degree Grad Term Year: _____

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

Signature: _____
(electronic signatures will not be accepted)

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

Name: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Name: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Name: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

©RCSJ/Publications/C&M0719

Date Completed (Office use only) _____

White – Student Records **Yellow –** Student Copy **Pink –** Bursar