



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 only be accepted with State or Federal ID accompanying request.)*
- 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**  
*Payment can also be made through your student portal.  
Transcripts are Non-refundable.*

**Note:** Transcripts submitted and not paid within 30 days will be void and all payments must be made prior to printing

### 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)*

Maiden or Previously Name Used *(if applicable)*

Street Address *(required)*

Student ID Number *(not required)*

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

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

Daytime Phone/Cell Number *(required)*

Email *(required)*

**How should we send your transcript?** Pick up or Mail (Check one)  
*RCSJ does not have the ability to email Official Transcripts*

**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](http://RCSJ.edu/StudentRecords/Forms)

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

Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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			

**All Transcripts are Nonrefundable**

RCSJ uses USPS for all mailed transcripts resulting in a 7-10 day delivery window from its mailing date. *RCSJ does not provide expedited shipping services.*

**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: \_\_\_\_\_