



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.

<p><b>Directions for remote submission (Gloucester Campus):</b></p> <ol style="list-style-type: none"> <li><b>1. 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>2. 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>3. 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>1. Login to your Cumberland Web Advisor Portal</b> <i>Go to the Students Menu and select Transcript Request (official)</i> <b>or</b></li> <li><b>1. Complete and Sign the Transcript Request Form</b></li> <li><b>2. Mail the Form back to RCSJ Cumberland</b> <i>Cumberland Campus 3322 College Dr. Vineland, NJ 08362 Attn: One Stop Enrollment</i></li> <li><b>3. 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>_____</p> <p>Print Student Last Name, First Name <i>(required)</i></p>	<p>_____</p> <p>Maiden or Previously Name Used <i>(if applicable)</i></p>
<p>_____</p> <p>Street Address <i>(required)</i></p>	<p>_____</p> <p>Student ID Number <i>(not required)</i></p>
<p>_____</p> <p>City <i>(required)</i>      State <i>(required)</i>      ZIP <i>(required)</i></p>	<p>_____</p> <p>Last 4 of SSN <i>(required)</i>      Date of Birth <i>(required)</i></p>
<p>_____</p> <p>Daytime Phone/Cell Number <i>(required)</i></p>	<p>_____</p> <p>Email <i>(required)</i></p>

**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)

Type	Number Ordered	Price	<b>Bus. Off. use only</b> Amount Paid
Intercampus	<input type="checkbox"/>	<b>FREE</b>	_____
Standard	<input type="checkbox"/>	<b>\$5</b>	
<i>Mailed/Pick-up after 5–7 business days</i>			
Expedited	<input type="checkbox"/>	<b>\$10</b>	
<i>Next day printing and mailing or pick-up after 12 noon</i>			
Same Day	<input type="checkbox"/>	<b>\$25 Pick-up only</b>	
<i>2-hour wait time after paid request is submitted to Records</i>			

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

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 from its mailing date. *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: \_\_\_\_\_