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**

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.**

### 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

**Mail to:** Print the Name and Address of the Recipient

(Leave blank if picking up)

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### 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.)*