

James Madison University

OFFICIAL TRANSCRIPT REQUEST

Office of the Registrar
170 Bluestone Drive, MSC 3528
Harrisonburg, VA 22807

Phone: (540) 568-6281
Fax: (540) 568-7954
www.jmu.edu/registrar

Office Use Only	
COPIES	HOLD: _____ Email _____
SYSTEM	Letter _____ Phone _____

CONTACT INFORMATION

Please provide all information should we need to contact you about this request.

Please print all information clearly and completely.

Name		Phone	
SSN*		Email	
Student ID #		Current Address	
Dates of Attendance			
Former Name(s)			

*The SSN is necessary to identify and locate student records.

Confirmation that transcript has been mailed will be sent to above address.

PROCESSING OPTIONS

- Hold until my degree is awarded. Indicate degree: _____ (BA, BBA, MS, etc.) and award date: _____.
- Hold until my current semester grades are posted.
- Send my transcript now.

DELIVERY INFORMATION

- Send electronic transcript via eSCRIP-SAFE™ to: _____@_____

Available only to students who attended 1995 or later. Please write email address clearly to avoid delays.

Please note: an electronic transcript is only considered official if not opened by the student.

Normal processing time for electronic transcripts is 24 - 48 hours.

- Mail transcript to recipient below:

Recipient Name	
Mailing Address	
Number of copies	

- Limit 5 transcripts per customer per day.
- Transcripts cannot be faxed.
- All transcripts are issued free of charge.

- I will pick up my transcript at the Office of the Registrar. (Picture ID required at time of pick up.)

- All hard copy transcripts are issued in sealed envelopes and are considered official only if seal is not broken.
- Requests are processed in the order in which they are received; **allow 3-5 business days for processing.**
- Only JMU transcripts may be requested or released. Transcripts are mailed via first class mail only.
- No transcript will be furnished to any student whose financial obligations to the University have not been met.

SIGNATURE: _____ **DATE:** _____

This form must be signed by the student. Requests without a signature cannot be processed.