

James Madison University

OFFICIAL TRANSCRIPT REQUEST

Office of the Registrar
 170 Bluestone Drive, MSC 3533
 Harrisonburg, VA 22807
www.jmu.edu/registrar

Phone: (540) 568-6166
 Fax: (540) 568-3499
 Email: clientservices@jmu.edu

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

CONTACT INFORMATION

Print all information clearly and completely.

Name		Phone	
Date of Birth		Email	
Student ID # <small>Leave blank if unknown</small>		Current Address	
Dates of Attendance			
Former Name(s)			

DELIVERY - SELECT ONE OF THE FOLLOWING:

- Send electronic transcript via eSCRIP-SAFE™ to the following eSCRIP-SAFE™ network member:
Receiver must be an eScrip-Safe member; member list available at: www.jmu.edu/registrar/transcripts.shtml.

 Name of receiving institution and office (i.e., George Mason Undergraduate Admissions)

- Send electronic transcript via eSCRIP-SAFE™ to the following individual:

_____@_____

Valid email address (i.e., James.Madison@jmu.edu)

**Please note: electronic option available only to students who attended 1995 or later.
 An electronic transcript is considered official only if not opened by the student.**

- Mail my transcript to the 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.

OPTIONAL PROCESSING

- Hold until my degree is awarded. Indicate degree: _____ (BA, BBA, MS, etc.) and award date: _____.
- Hold until my current semester grades are posted.
- I will pick up my transcript at the Office of the Registrar. (Picture ID required at time of pick up.)

- All transcripts are issued in a sealed envelope and are considered official only if seal is not broken.
- Requests are processed in the order in which they are received; **allow up to 5 business days for processing.**
- 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.