



**Office of the Registrar
487 Michigan Ave., NE
Washington, DC 20017
Tel. 202-495-3836 / Fax 202-495-3873
Transcript Order Form**

How to Order a Transcript:

Requests must bear the signature of the student; email and phone requests are not acceptable.
Requests will be accepted by the Registrar via mail or fax.
Each address must have a separate request.
Transcripts will not be available for those who have outstanding financial obligations to the school.
There is a \$5.00 fee for each official copy requested. These are signed and sealed.
There is a \$3.00 fee for each unofficial copy requested. These are not signed or sealed.
Transcripts are sent within three business days after fees are received, payable to **Pontifical Faculty**.

Name: _____

Address: _____

Phone: _____ Email: _____

Please check all that apply and sign:

- Current Student
- Hold transcript for end of semester grades
- Former Student or Graduate

Date of Last Attendance ____/____/____

Former Name: _____

Signature _____ Date _____

Send directly to college, university or employer (transcripts will not be faxed)

- _____ Number of official copies
- _____ Number of unofficial copies
- Hold for pick up by student
- _____ Number of official copies
- _____ Number of unofficial copies

PLEASE FORWARD TRANSCRIPT TO:

For Office Use Only
Date Sent: _____
By: _____