



Transcript Request Form

Please read ALL conditions carefully before filling out this form.

- There is a **\$8.00** service fee for each requested transcript.
- If a student comes to the Registrar's Office and requests their transcripts to take with them, the service fee is **\$12.00**.
- **Any student who attended Centenary College prior to 1983:** Please allow a minimum of 10 working days for processing.
- **All current students:** Please allow one week for processing.
- Transcripts are processed every **Friday**.
- **No transcripts** are processed during the first 2 weeks or last 2 weeks of a semester.
- **If you are on hold** by the Business Office, Library, or any other office at Centenary College, we must also withhold your transcript until all outstanding debts are resolved.

Main Campus Students: Please bring the completed form with payment to the Registrar's Office (Seay, Lower Level) or mail to **Registrar's Office, Centenary College, 400 Jefferson St., Hackettstown, NJ 07840.**

CAPS and Online Students: Please mail the completed form with payment to **Ms. Colette Post, Centenary College, 300 Littleton Rd. Parsippany, NJ 07054.** In-person: Mon., Thurs. 11am-6pm; Fri. 9am-3pm.

***WE DO NOT ACCEPT CREDIT CARD INFORMATION ON THIS FORM; PLEASE CONTACT ONE OF THE OFFICES ABOVE FOR THE NEW FORM.**

Name:		Student ID#:	
Name while attending:		Year Attended:	
Mailing Address:			
City, State and ZIP Code:			
Telephone number:		Signature:	
Number of copies:		Personal:	Official:
Receiving Institution and Address:			