



PONTIFICAL COLLEGE  
JOSEPHINUM

Office of the Registrar

OFFICIAL TRANSCRIPT

The official academic transcript is your complete academic record, chronologically listing all of your courses, transfer credits, credit hours, grades, grade point average (GPA), and Josephinum degree(s) awarded (if applicable).

The method of ordering transcripts depends on when you attended the Pontifical College Josephinum. If you attended the PCJ after 1989 (1990 and later), you must request your transcripts from this online service site (<https://iwantmytranscript.com/pcj>).

If you attended the PCJ prior to 1990 (1989 and earlier), you must request an official copy of your transcript by completing the [Transcript Request Form](#).

Or writing a request that includes:

- your full name, and all previous names
- your dates of attendance at the Josephinum
- your date of birth
- your social security number
- your complete address and telephone number
- your email address
- the number of copies you need
- detailed mailing instructions (name and address of person/institution to receive your transcript) including any special handling
- your full signature

And mailing this request with payment (see fee schedule below) to:

Office of the Registrar  
Pontifical College Josephinum  
7625 North High Street  
Columbus, OH 43235-1498

Or, fax the signed form to: (614) 885-2307

Transcripts may not be ordered by phone or email because of Federal law restrictions.

Official transcript fee schedule is:

- \$10.00 per hard copy transcript sent by First Class USPS: 3-5 business days for the request to be processed

*Expedited requests must be received by 11:00A.M. to be processed the same business day.*

- \$10.00 expedited fee per request form (one form requesting two expedited transcripts would cost \$30.00).
- \$25.00 Two-day Air per address
- \$30.00 Next-day Air per address
- \$60.00 World-wide Expedited per address

Payment can be made by check, or by including credit card information on the request form. If the Registrar's Office has the signed transcript request form in hand, payment can also be made by credit card over the phone at (614) 985-2226.

The Registrar's office will seal the transcripts in an envelope and mail them to the address you state on your request form. The Registrar will NOT fax or email transcripts.

Current students and graduates for six (6) weeks after graduation may request transcripts free of charge. To order transcripts, contact the receiving institution and obtain the email address for the electronic transcript official for that institution. Place their email address on the following request form ([Current Student Transcript Request Form](#)). Your transcripts will be sent by an online transcript service through secure means. IF the institution will not accept electronic transcripts, you may request hard copy transcripts.

### Unofficial Transcript

If you need an unofficial transcript you may obtain it from your account on the PCJ's student records system (Populi). If you are a former student who attended after 1989 (1990 and later) and do not have a student account on Populi, contact the registrar at [registrar@pcj.edu](mailto:registrar@pcj.edu). The registrar will link your email address to your account. This will provide you access to your PCJ records and the ability to print an unofficial transcript.