

Pontifical College Josephinum  
Registrar's Office  
Document Request Form

*I hereby authorize the Registrar's Office at the Pontifical College Josephinum to release information regarding my academic status.*

\_\_\_\_\_  
NAME (PLEASE PRINT)                      FORMER NAME(S) (*if applicable*)

\_\_\_\_\_  
SIGNATURE                                      DATE

I. The following are available from your account on Populi. IF you need a signed copy, print the document from Populi and bring it to the Registrar for signature:

- Unofficial Transcript
- Final Grade Report
- Progress Grade Report (Available during semester until courses are finalized)
- Term Course Schedule

II. The following are available from the Registrar. Complete this form and provide it to the Registrar:

- \_\_\_ Good Student Discount Letter
- \_\_\_ Enrollment Verification Letter
- \_\_\_ Degree Awarded Letter (Used for verification of degree AFTER being posted to transcript)

III. Check the desired method of delivery:

- \_\_\_ Pick up letter *at the Registrar's Office*
- \_\_\_ Mail information to: (*Provide complete mailing address*)

Name of person/Company information being sent to:

\_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

FAX Attention To: \_\_\_\_\_

\_\_\_\_\_

FAX Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_