

Pontifical College Josephinum  
-Transcript Request for Students Who Attended 1989 and earlier-  
(If you attended 1990 and later, please visit <https://iwantmytranscript.com/pcj>)

Date: \_\_\_\_\_

**Current Name:** First: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last: \_\_\_\_\_

**Former Name:** First: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last: \_\_\_\_\_

**Current Address Street:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Birth date (mm/dd/yyyy): \_\_\_\_\_ SSN: \_\_\_\_\_

Dates of attendance (mm/dd/yyyy): \_\_\_\_\_

No. of copies: \_\_\_\_\_

**Name and Physical Address of recipient:**

(Current students may request  
electronic transcripts on this form -  
ask the Registrar for instructions)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the Pontifical College Josephinum to release a transcript of my academic record.

Your signature: \_\_\_\_\_

Send request to:

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

or

Facsimile: 614-985-2300

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Cost:

\$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

Make check or money order payable to "Pontifical College Josephinum."

\_\_\_\_\_  
Credit Card Information Card Type:  VISA  MasterCard

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card (print) \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_