



## 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).

ALL former students order transcripts from an online service called Parchment. The link is: ([https://exchange.parchment.com/send/adds/index.php?main\\_page=login&s\\_id=l1dt05vnJ1cUD9Uw](https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=l1dt05vnJ1cUD9Uw)). Ordering and payment are done through this service.

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 (and only 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.