SAN JUAN COLLEGE

Official Transcript Request Form

Transcript Request Form Instructions:
1. Complete this form. Please print legibly.
2. Form may be mailed to: ***SJC Admissions & Records, 4601 College Blvd, Farmington, NM 87402*** ***Enclose Check or Money Order***
   Or delivered to: ***The Admission and Records Office – Clock Tower Building***
   Or fax to: ***505-566-3500 Include Credit Card Information***
   Or complete the transcript request online by logging in to: ***webadvisor.sanjuancollege.edu***

STUDENT INFORMATION

Student Signature_____ ***Date***_____
****Federal law requires that the student sign & date this request.***

Current Name_____Phone_____

All Former Names_____ SJC ID or SSN_____

Current Address_____
Street City State Zip Code

TRANSCRIPT ORDER INFORMATION

Electronic transcript delivery is a delivery method SJC is offering via eSCRIP-SAFE. Transcripts to institutions that are participating in the eSCRIP-SAFE network will automatically be delivered electronically. To see a list of institutions that we can send electronic transcripts to, view the eSCRIP-SAFE network membership list **www.scrip-safe.com/products/electronic-transcripts/network-members.aspx**. If the institution is not on this list or if you would like your transcript sent to an individual, please provide the name and email address of the recipient and we will deliver it electronically through eSCRIP-SAFE's out of network service.

TRANSCRIPT REQUEST 1
1. Select ONE Delivery Method: ☐ Regular Mail ☐ Electronic Delivery ☐ Pick Up in Person (*Photo ID is required*)
☐ Overnight ($20.00 Plus $2.00 Transcript Fee) ☐ Fax ($10.00 Plus $2.00 Transcript Fee) ☐ Unofficial (No Charge)

2. Number of transcripts: _____ **($2.00 Each)**

3. When to Process: (Select ONE) ☐ Immediately ☐ After Grades have posted ☐ After degree has posted

Name of Recipient/Institution_____

E-Mail or Mailing Address_____

Address Line 2_____
City State Zip Code

TRANSCRIPT REQUEST 2 (if applicable)
1. Select ONE Delivery Method: ☐ Regular Mail ☐ Electronic Delivery ☐ Pick Up in Person (*Photo ID is required*)
☐ Overnight ($20.00 Plus $2.00 Transcript Fee) ☐ Fax ($10.00 $2.00 Plus Transcript Fee) ☐ Unofficial (No Charge)

2. Number of transcripts: _____ **($2.00 Each)**

3. When to Process: (Select ONE) ☐ Immediately ☐ After Grades have posted ☐ After degree has posted

Name of Recipient/Institution_____

E-Mail or Mailing Address_____

Address Line 2_____
City State Zip Code

Payment Information

Name on Card_____ ***Card Type***_____ ***Card Number***_____ ***Exp Date***_____

PLEASE NOTE:
- In most cases, transcripts will be processed within 3 business days.
- Requests will NOT be honored for a person who has a financial hold or another obligation to the college.
- The student MUST provide written permission if someone else will be picking up their transcript.

Office Use Only - Receipt No:_____ Date_____ Fees Paid $_____
Date Transcript sent: _____ By: _____ HOLD_____ *3/11*