



**Office of the Registrar  
487 Michigan Ave., NE  
Washington, DC 20017  
Tel. 202-495-3836 / Fax 202-495-3873  
Transcript Order Form**

**How to Order a Transcript:**

Requests must bear the signature of the student; email and phone requests are not acceptable.  
Requests will be accepted by the Registrar via mail or fax.  
Each address must have a separate request.  
Transcripts will not be available for those who have outstanding financial obligations to the school.  
There is a \$5.00 fee for each official copy requested. These are signed and sealed.  
There is a \$3.00 fee for each unofficial copy requested. These are not signed or sealed.  
Transcripts are sent within three business days after fees are received, payable to **Pontifical Faculty**.

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please check all that apply and sign:

- Current Student
- Hold transcript for end of semester grades
- Former Student or Graduate

Date of Last Attendance \_\_\_\_/\_\_\_\_/\_\_\_\_

Former Name: \_\_\_\_\_

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

Send directly to college, university or employer (transcripts will not be faxed)

- \_\_\_\_\_ Number of official copies
- \_\_\_\_\_ Number of unofficial copies
- Hold for pick up by student
- \_\_\_\_\_ Number of official copies
- \_\_\_\_\_ Number of unofficial copies

**PLEASE FORWARD TRANSCRIPT TO:**

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

For Office Use Only  
Date Sent: \_\_\_\_\_  
By: \_\_\_\_\_