



Official Transcript Request Form

We cannot accept emailed or faxed official transcript requests.

Sign and mail this form to the Office of the Registrar at the campus you last attended.

New Brunswick:
Office of the Registrar
Dr. Samuel Dewitt Proctor Hall
65 Davidson Road
Piscataway, NJ 08854

Newark:
Office of the Registrar
249 University Ave., Suite 309
Newark, NJ 07102

Camden:
Office of the Registrar
311 North 5th Street
Camden, NJ 08102

- Instant official transcripts are not available.
- Official Transcript Fees:
 - Current students (enrolled during fall or spring of current academic year): two free transcripts, then \$7.00 each add'l.
 - Former/previously enrolled student official transcript fee: \$7.00 per transcript
 - Payment via check or money order payable to "Rutgers University" must be included with this completed form

Student Information:

Name: _____ Email: _____
(first, middle, last)
If previously attended under different name, please list: _____

Date of Birth (MM/DD/YY): _____ Phone: _____ Cell Home

RUID: _____ Address: _____

SSN: _____
Print on transcript: Yes No

Attendance Information:

Currently Attending Rutgers: Yes No Rutgers School(s) Attended: _____

Class Year: _____ Undergraduate: _____

Degree Earned: _____ Graduate: _____

Year of Degree: _____ Summer/Winter Only (year): _____

Transcript Information:

Release Official Transcript for: Undergraduate coursework only Graduate coursework only ALL undergraduate and graduate work

Transcript Processing: Release Immediately

Hold For: Degree to be posted Spring grades Summer grades Fall grades Winter Grades

Send Transcripts to:

Name/Title: _____ Name/Title: _____

Address: _____ Address: _____

City, St, Zip: _____ City, State, Zip: _____

Student Signature: _____ Date: _____