

JOHN CABOT UNIVERSITY - TRANSCRIPT REQUEST FORM

Please **PRINT** and **COMPLETE** the following request and either fax, email a scanned copy, or mail it to:

The Office of the Registrar

Fax: +39 (06) 687-1320

Phone: +39 (06) 681-91218

Email: transcripts@johncabot.edu

John Cabot University - Via della Lungara, 233 - 00165 Rome, Italy

The first transcript is free*

JCU is not financially responsible for transcripts lost in the mail.

| | | |
|--|---|---|
| Last Name: | First Name: | |
| Date of Birth: | Dates of Attendance: | |
| Email, Fax, or Telephone: | Your <i>Permanent</i> mailing address: | |
| Total N° of Transcripts requested _____ at €10 / \$10 per transcript | Check if you would like UPS shipment (extra charge of \$20 per UPS shipment commissioned) <input type="checkbox"/> <i>[UPS does not ship to PO BOX addresses]</i> | |
| Transcript Fee: | Online Payment (EU & \$) -VISA, MASTERCARD, AMEX Click here for on line payment | |
| DATE: ____/____/____ | Student's Signature: | |
| INDICATE TRANSCRIPT RECIPIENTS BELOW: | | |
| Transcript Recipient | N° of Transcripts | Address to which transcripts should be sent: |
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*Please note that any student whose university account is not clear at the time of processing will not be issued a transcript.

**Please note that USD amounts will always be charged in Euros at the daily rate.

***Please note that transcripts may take up to 25 business days to arrive at destination (with the exception of UPS delivery).