

## 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](mailto: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 <b>requested</b> _____ at €10 / \$10 per transcript		Check if you would like <b>UPS shipment</b> (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 <a href="#">Click here for on line payment</a>
DATE: ____/____/____		Student's Signature:
<b>INDICATE TRANSCRIPT RECIPIENTS BELOW:</b>		
<b>Transcript Recipient</b>	N° of Transcripts	<b>Address to which transcripts should be sent:</b>
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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).