

## 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

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

**\*Please note:**

- any student whose university account is not clear at the time of processing will not be issued a transcript
- transcripts may take up to 25 business days to arrive at destination (with the exception of UPS delivery)

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/ \$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>	
<b>DATE:</b> ___/___/_____	<b>Student's Signature:</b>	
<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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