

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

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
 - USD amounts will always be charged in Euros at the daily rate
- 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 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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