



REQUEST FOR OFFICIAL PRINTED TRANSCRIPT(S)

John Cabot University | Office of the Registrar

Via della Lungara, 233, Rome (RM), Italy, 00165

Ph.: (+39) 06.68191200 | Fax: (+39) 06.6871320

Email: registrar@johncabot.edu**Transcript request form instructions and general rules**

- Transcripts are normally produced in two to five business days from receipt of payment. Payments must be made [online here](#).
- Unofficial transcripts are available at registrar.johncabot.edu for all current and/or former students
- Your account must be clear of all holds before a transcript can be issued.

Personal Information

Surname on record		First name		
Date of birth (MM/DD/YYYY)		Email address		
Address				
City	Province	Country	Postal Code	(Area Code) Telephone

Transcript Request Information

Please read carefully and complete all sections ❶, ❷, ❸, ❹ before submitting each request.

❶ Number of transcripts required (circle): 1 2 3 4 5 Rate: \$10/€10 per copy

❷ Where would you like your transcripts mailed?

Recipient (i.e. <i>Santa Monica Community College</i>)				
To the attention of (i.e. <i>Office of the Registrar, Study Abroad Office, etc.</i>)				
Address				
City	Province	Country	Postal Code	(Area Code) Telephone

❸ When would you like your transcripts mailed? (Choose ONE option)

 Immediately

If you select immediate mailing grades for courses that have been recently completed or not yet completed may not be available.

 Hold for current semester grades

If you select holding, this request will processed as soon as all your grades are available.

❹ Special handling

 Regular mail

Transcripts are issued by regular airmail from our Rome office. Delivery to international destinations may take up to 20 working days.

 Expedite Courier [UPS] Rate: \$20 additional handling fee. *UPS cannot ship to PO Boxes.*

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Signature

Required for release of records	Date
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John Cabot University is not responsible for transcripts lost in the mail