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: transcripts@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. For information on clearing holds click here.

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 1, 2, 3, 4 before submitting each request.

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

2. Where would you like your transcripts mailed?
   Recipient (i.e. Santa Monica Community College)
   To the attention of (i.e. Office of the Registrar, Study Abroad Office, etc.)

Address

City | Province | Country | Postal Code | (Area Code) | Telephone

3. When would you like your transcripts mailed? (Choose ONE option)
   - Immediately
   - Hold for current semester grades
     If you select immediate mailing, grades for courses that have been recently completed or not yet completed may not be available.
     If you select holding, this request will be processed as soon as all your grades are available.

4. Special handling
   - Regular mail
   - Expedite Courier [UPS]
     Rate: $20 additional handling fee. UPS cannot ship to PO Boxes.

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

6. Where would you like your transcripts mailed?
   Recipient (i.e. Santa Monica Community College)
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Address

City | Province | Country | Postal Code | (Area Code) | Telephone

7. When would you like your transcripts mailed? (Choose ONE option)
   - Immediately
   - Hold for current semester grades
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     If you select holding, this request will be processed as soon as all your grades are available.

8. Special handling
   - Regular mail
   - Expedite Courier [UPS]
     Rate: $20 additional handling fee. UPS cannot ship to PO Boxes.

Signature
Required for release of records | Date

John Cabot University is not responsible for transcripts lost in the mail