

Transcript Request

Name: _____
(Please list name at the time of graduation)

Phone: _____

E-Mail: _____

Please Check:

Graduate _____

Transfer _____

Graduation Year _____

Unofficial transcripts can be emailed to students.
Official transcripts will be sent directly to schools/agencies.

Transcripts should be sent to:

Email: _____

Physical Address: _____

Transcripts will be sent out via email immediately or no later than 48 hours. Hard copies are mailed the same day or within 48 hours. The fee for Transcripts is \$5.00.

Request for Duplicate Diploma

Please note that Pope John does not maintain copies of diplomas. A duplicate diploma can be ordered. The process takes 8-12 weeks. The cost is \$25.00.

Check with the agency/school/source who is requesting the Diploma. In most cases, an Official Transcript is acceptable.

Duplicate Diploma sent to: _____

Payment Information:

CC# _____ Exp. _____ Code _____

Please direct questions to the Guidance Department at 973-729-6125 x 3043 or
guidance@popejohn.org