



WILLIAM JESSUP UNIVERSITY

UNOFFICIAL TRANSCRIPT REQUEST FORM

William Jessup University
2121 University Avenue, Rocklin CA 95765
(916) 577-2200

Please print:

Full Name: _____

Former Names: _____

Current address: _____

Current phone: _____

Last year at SJBC/SJCC/WJU: _____

Reason for request: _____

Birthdate: _____ Social Security # (last 4) _____

Signature: _____ Date: _____

(signature required by Family Educational Rights and Privacy Act)

Please send:

_____ (#) unofficial copy(s) of my college transcript to:

_____ (#) additional unofficial copy(s) of my college transcript to:

Please send transcript:

- [] RUSH (2 days) [] Within 10 business days [] After final grades are available for the term (Approximately five weeks after the end of the term) [] After graduation is verified

YOUR ORIGINAL SIGNATURE IS REQUIRED IN ORDER TO PROCESS.

- Unofficial transcripts may be faxed or emailed.
• Normal transcript processing time is 10 days; two weeks should be allowed at the end of each semester.
• Transcripts from high schools or other colleges cannot be duplicated. You must apply directly to each school for copies of their transcripts.

Please email, fax, or mail this completed form to:Registrar/Transcript Request
William Jessup University
2121 University Avenue
Rocklin, CA 95765

Fax: (916) 577-2240
Email: registrar@jessup.edu