

Complete form, print, sign and submit to the Registrar's Office:

**Mail:** Juniata College  
Office of the Registrar  
1700 Moore St  
Huntingdon, PA 16652

**Email as PDF:** [transcript@juniata.edu](mailto:transcript@juniata.edu)

**Fax:** (814)641-3199



Questions? Please contact Ashley Koehler at [koehlea@juniata.edu](mailto:koehlea@juniata.edu)

## TRANSCRIPT REQUEST

<b>STUDENT RECORD INFORMATION:</b> <i>Please type or print clearly</i>		
Current Name: Last	First	Middle
Student ID: Social Security Number (last four digits)	Grad year or last year attended:	
Name used while attending Juniata (if different):		

<b>CURRENT CONTACT INFORMATION:</b>			
<input type="checkbox"/> Home Address	<input type="checkbox"/> Preferred Mailing Address	May we use this address for <u>all</u> Juniata communications?	
<input type="checkbox"/> Local Off Campus Mailing Address	<input type="checkbox"/> Yes <input type="checkbox"/> No		
PO Box:	Street Address:		
City:	State:	Zip:	
Phone: ( ) -	Check one: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Email Address:	

<b>TRANSCRIPT SPECIFICATIONS:</b> <i>Complete a separate form if mailing to multiple destinations</i>			
Transcript Requested:	<input type="checkbox"/> OFFICIAL	<input type="checkbox"/> UNOFFICIAL	Number of copies: _____
Process:	<input type="checkbox"/> Now	<input type="checkbox"/> After grades are posted	<input type="checkbox"/> After degree is posted
<input type="checkbox"/> <b>PICK-UP:</b> (An email will be sent when your transcript is ready for pick-up)			

<input type="checkbox"/> <b>MAIL TO:</b> Company/School Name:		
Individual/Department Name:		
Street or PO Box:		
City:	State:	Zip:
<b>Delivery Method:</b> <input type="checkbox"/> Regular mail <input type="checkbox"/> UPS <u>street address required for UPS delivery</u> (Cost at requestor's expense)		

<input type="checkbox"/> <b>EMAIL:</b> (unofficial) transcript:	Attn:	Email Address:
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<input type="checkbox"/> <b>FAX:</b> (unofficial) transcript:	Attn:	Fax#: ( ) -
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**PERMISSION TO RELEASE RECORDS** - I authorize release of my transcripts as directed below:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Allow 3 to 4 business days for processing, with the exception of peak periods in the Registrar's Office
- Transcripts will not be released to any student or alumnus having an obligation to Juniata
- Transcripts will not be released without a student's signature
- The first 25 transcripts are free; a \$5.00 fee is required for each additional official/unofficial transcript released
- Method of payment is cash, check, or credit card. [Must complete Payment by Credit/Debit Card Form.](#)
- Juniata will not release records on file from other institutions