

# TRANSCRIPTS

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To request a transcript, a student or graduate has three options:

1. In person: Complete a form at the Registrar's Office, Hepburn Hall Room 214
2. By mail: Send a signed letter to

Registrar's Office  
Attn: Transcripts  
New Jersey City University  
2039 Kennedy Blvd.  
Jersey City, NJ 07305-1597

3. Online: <https://www.njcu.edu/directories/offices-centers/registrar/transcript-requests> (<https://www.njcu.edu/directories/offices-centers/registrar/transcript-requests/>)

Students may request separate undergraduate and graduate transcripts, but no portion of the undergraduate or graduate transcript record may be deleted. Procedures for the issuance of transcripts are governed by the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended (Final Regulations, 41 Fed. Reg. 24662 399.33).

Transcripts are prepared by the Registrar's Office in accordance with the policies of the American Association of Collegiate Registrars and Officers of Admission. Where New Jersey City University transcripts show credits hours earned at other institutions, the official transcripts of those institutions have become part of the student's permanent file in the Registrar's Office. New Jersey City University does not make copies of other institutions' transcripts. To obtain transcripts from institutions other than New Jersey City University, students must contact the other institutions directly.

Transcripts should be requested at least ten days prior to the time needed. No transcript shall be granted to any student or sent to a specified organization until all fees have been paid and other University obligations have been met. The Registrar's Office has the right to deny a transcript request from any student who abuses this service.

Effective January 1, 2012, the University will not issue an official transcript if a student owes a past due balance on a student account or has defaulted on repayment of a student loan.

A one-time transcript fee of \$25.00 will be charged to all new students. Regular transcript requests are limited to ten annually. Regular service is provided within four working days. A one-hour transcript service is available weekdays until 4:00 p.m. for a \$10.00 processing fee.