TRANSCRIPT REQUEST FORM

Johnson UNIVERSITY
TENNESSEE • FLORIDA • ONLINE

Last Name | First Name | Middle Initial | Maiden Name | Other Last Names

Street Address | Apt./Suite/Unit

City | State | Zip | Daytime Phone ( ) -

E-Mail Address | Date of Birth (mm/dd/yyyy) / /

Are you currently enrolled at Johnson? ___Yes ___ No Term/Year Last Enrolled:_____

FIRST REQUEST: ___Official ___Unofficial How many at this address?_____

*Transcripts become unofficial if faxed or emailed

REASON FOR REQUEST: ___Transferring ___Grad School ___Job Application

___Scholarship ___Insurance ___Other:_____

SEND TO (print complete address):_____

_____

_____

SECOND REQUEST: ___Official ___Unofficial How many at this address?_____

*Transcripts become unofficial if faxed or emailed

REASON FOR REQUEST: ___Transferring ___Grad School ___Job Application

___Scholarship ___Insurance ___Other:_____

SEND TO (print complete address):_____

_____

_____

❑ Delay sending transcript(s) until_____
(i.e. – graduation, end of semester, course completion – give date)

I authorize the release of my transcript to the addresses listed above. **Physical signature required. Electronic signatures not accepted.**

Signature | Date

All financial obligations to Johnson University must be satisfied before a transcript is released. There is no charge for transcripts. Please allow 5-7 business days for your request to be processed.

To deliver this form, or if you have questions, please contact:

TN Campus Location: PW 209
Phone: 865-251-2230
Fax: 865-251-2147
Email: RegistrarTN@JohnsonU.edu

FL Campus Location: Chapman Center
Phone: 407-569-1336
Email: RegistrarFL@JohnsonU.edu