**Transcript Request Form**

**University of St. Francis**

**Registrar’s Office**

500 Wilcox Street  
Joliet, IL 60435  
Phone (815) 740-3393 or 800-736-6300  
Fax (815) 740-5084

Transcript fee: **$5.00 per copy** (payment must accompany the request or it will be returned).  
You MUST complete steps 1-6 (unless instructed otherwise). Incomplete forms will be returned.

### Step 1

Current name and address:

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
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Street Address:  

City  
State  
Zip code

Name while attending if different than current name:  

USF ID Number or Social Security Number:

Birth Date:  /  /  

Home Phone:  (   )

Daytime Phone:  (   )

Email: __________________________________

### Step 2

Are you registered for the current semester?  

- [ ] YES  
- [ ] NO

If NO, what was the LAST year you attended or graduated?

What program did you attend (check one)?

- [ ] Undergraduate Program  
- [ ] Graduate Program  
- [ ] The former St. Joseph College of Nursing (1920-1996)

Please allow 7 working days from receipt for processing (up to 21 days at the end of each semester)

### Step 3

Number of transcripts requested:  

Amount Due (# of transcripts X $5):  

(The first transcript after graduation is free):  

Form of Payment (check one):

- [ ] Cash  
- [ ] Check  
- [ ] Credit Card*  
  
  (*VISA, Master Card, or Discover)

Credit Card Number:  

Expiration Date:  

### Step 4

Student Signature (required):

Date:  

### Step 5

Transcript instructions (check all that apply):

- [ ] Take with me (STEP 6 does not need to be completed)  
- [ ] Send Immediately  
- [ ] Hold request for current semester grades  
- [ ] Hold request until degree is posted  
- [ ] Hold for (specify):  

Reason for request (check one):

- [ ] Pursue graduate work  
- [ ] Scholarship  
- [ ] Transfer institutions  
- [ ] Personal Records  
- [ ] Employment request

### Step 6:

Send transcript to (include name and department)

For office use only:  

Amount paid:  

Date Sent:  

Paid:  

Paid in full  

Date:  

(12/5/2007)