



# TRANSCRIPT REQUEST FORM

*This form is for College Acceleration Program (CAP) students, former students, and alumni who do not currently have access to WebAdvisor.*

1. Official transcripts are printed on security paper and cannot be faxed or emailed.
2. Requests are processed in the order in which they are received. The Registrar's Office requires an average of five business days to process a request. This does not account for mailing and delivery time. During peak times, at the beginning and end of each semester, please allow additional time for processing your request.
3. Transcripts will not be sent if your account has a financial hold. The Business Office must release the hold in order for your request to be processed.
4. Students who need to attach additional paperwork/forms to a transcript should request an official transcript be sent to themselves. **DO NOT OPEN THE TRANSCRIPT** when it arrives. Transcripts should remain sealed. Once they are opened they are no longer considered official.
5. Transcript will be sent electronically if possible.

***Please mail, email, or fax completed form to:***

**MAIL:**  
Rowan College at Burlington County  
Office of the Registrar/Transcripts  
900 College Circle  
Mt. Laurel, NJ 08054-9416

**EMAIL:**  
registration@rcbc.edu

**FAX:**  
(609) 726-0401

**NAME:** \_\_\_\_\_ **STUDENT ID:/LAST 4 SSN:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**Check box if you are a College Acceleration Program (CAP) student.**

**\*Signature:** \_\_\_\_\_

*\* In accordance with federal privacy laws, your signature or verified electronic signature is required for release of your academic records.*

Please print the name of the person or office where you would like your transcript sent. Please provide a complete mailing address. **Requests with incomplete mailing addresses will not be processed.**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_