

Pontifical College Josephinum
Registrar's Office
Document Request Form

I hereby authorize the Registrar's Office at the Pontifical College Josephinum to release information regarding my academic status.

NAME (PLEASE PRINT) FORMER NAME(S) (*if applicable*)

SIGNATURE DATE

I. The following are available from your account on Populi. **IF** you need a signed copy, print the document from Populi and bring it to the Registrar for signature:

- Unofficial Transcript
- Final Grade Report
- Progress Grade Report (Available during semester until courses are finalized)
- Term Course Schedule

II. The following are available from the Registrar. Complete this form and provide it to the Registrar:

- ___ Good Student Discount Letter
- ___ Enrollment Verification Letter
- ___ Degree Awarded Letter (Used for verification of degree AFTER being posted to transcript)

III. Check the desired method of delivery:

- ___ Pick up letter *at the Registrar's Office*
- ___ Mail information to: (*Provide complete mailing address*)

Name of person/Company information being sent to:

Street Address: _____

City, State, Zip Code: _____

FAX Attention To: _____

FAX Number: (_____) _____ - _____