



## Instructions for Requesting an Official Academic Transcript

## Office of the Registrar

Requests for official academic transcripts should be made at least two weeks before the transcript is needed. We try to process transcript request within 48 hours of receipt of the request. However, if the document(s) need to be mailed you need to allow for travel time, along with the time it may take for the receiver of the document(s) to open and process.

Official transcript request form is located on the Registrar's Office web page under forms.

Print all required information legibly on the form and it **MUST BE SIGNED**.

It is extremely important to have the correct address(es) and should be addressed to the attention of a person at the address.

There is no charge for a transcript.

Mail requests to: Office of the Registrar

William James College One Wells Avenue Newton, MA 02459

Fax request to: 617.477.2030

Email may only be used if the request has been hand signed, in a pdf format, readable, and attached to an email. Email to:

transcriptrequest@williamjames.edu

## **FERPA Regulations Governing the Issuance of Academic Transcripts**

- All financial obligations to WJC must be satisfied or your official transcript will not be released.
- FERPA regulations required that all requests must be hand signed, WJC at this time is not set up for legal electronic signatures.