



PONTIFICAL COLLEGE
JOSEPHINUM

OFFICE OF THE REGISTRAR

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: (_____) _____ - _____