

TRANSCRIPT REQUESTS

Current students, former students and alumni may request **printed** transcripts using the "Request for Transcript of Academic Record" (<http://www.monmouth.edu/registrar/transcript/request.aspx>) form on the Registrar's homepage. Please allow five (5) days for processing, except during peak times when processing times maybe delayed.

Note: There is no charge for transcripts requested through the Registrar's Office.

Transcripts may also be requested through the National Student Clearinghouse (<https://secure.studentclearinghouse.org/tsorder/faces/TranscriptOrder/>). The Clearinghouse will provide a PDF copy of the transcript for a small fee. If the transcript request needs to be processed immediately, the transcript request **must** be submitted through Clearinghouse. The Registrar's Office does not print transcripts on demand.

Issuance of transcripts must be first cleared by the Bursar's Office or any other University office to ensure that there are no outstanding obligations. The University may withhold transcripts, or information related thereto, if an outstanding balance exists, or if repayment of a loan granted either by or through the University is in arrears.

During a period of approximately two weeks when grades are being recorded and processed at the conclusion of a semester, transcripts cannot be issued for currently enrolled students.

Monmouth University releases only the Monmouth University transcript; it does not release the transcripts from institutions previously attended by the student.