

Saint James School of Medicine

TRANSCRIPT REQUEST FORM

Administrative Office: C/o Human Resource Development Services Inc. • 1480 Renaissance Drive, Suite 300, Park Ridge, IL 60068
Phone: (800) 542 1553 • Fax: (847) 298 2375 • Web: www.sjism.org • Email: Records@mail.sjism.org

STUDENT INFORMATION

Full Name: _____ Student ID#: _____

Phone: _____ Email: _____

Please check all appropriate boxes

Number
of copies
requested

Current SJSM Student

Former SJSM Student

Alumnus

Send Immediately

Hold for Current Term Grades*

*Posted 4 weeks after end of term

Anguila

Bonaire

St. Vincent

RUSH PROCESSING OPTION

Processed within one business day of receipt of payment and approval. Shipping time 2-3 days.

ADDITIONAL FEE: \$50 US Recipient or \$75 Canadian Recipient. International Recipients will vary.

WHERE TRANSCRIPT SHOULD BE SENT

******* A separate form must be completed for each institution or recipient. *******
******* SJSM has up to 30 days to complete each request. *******

Name of the institution or intended recipient

Address

City

State

Zip

PLEASE SELECT TYPE OF TRANSCRIPT BELOW:

OFFICIAL

There is a \$25 processing fee for each transcript.

Official transcripts are for educational institution purposes only.
Printed on security paper with school seal and official signature.

OR

UNOFFICIAL

There is \$10 charge for unofficial transcripts.

Unofficial transcripts are informal transcripts that may be issued upon request of the student/alumnus. Printed on plain paper without a seal.

Student Signature: _____ Date: _____

Please Note: Transcripts will not be released if the student has an outstanding financial obligation to SJSM. Please clear all financial obligations with SJSM before making your request.

SEND COMPLETED FORM TO: Via Fax: (847) 298 2375 • Via Email: Records@mail.sjism.org

Via Mail: Human Resource Development Services Inc., 1480 Renaissance Drive, Suite 300, Park Ridge, IL 60068

FOR OFFICE USE ONLY

Approved

Denied

Fee Paid: _____

(Registrar's Office) Signature: _____

Date: _____