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Office of the Registrar and Records
P.O. Box 17125
Jackson, MS 39217
Scan and email to transcript.request@jsums.edu
Please allow 24-72 hours once request is received.

Please Print

DATE OF BIRTH: SSN: J#:

LAST NAME FIRST NAME MIDDLE NAME/INITIAL MAIDEN NAME

Print former name(s) if different from current name

STREET ADDRESS CITY STATE ZIP CODE

Phone Number () Email Address:

Are you presently enrolled at JSU: Yes No Date of last attendance: Month Day Year

Number of Copies

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Immediately After current grades are posted After degree is posted

SIGNATURE: DATE:

YOUR REQUEST CANNOT BE PROCESSED WITHOUT A SIGNATURE.
Processing time is 48-72 hours once request is received.

MAIL TRANSCRIPT TO:

Three horizontal lines for mailing address

If a student has a University hold, the Office of the Registrar and Records will not process transcript requests. All transcripts are sent through regular USPS mail only. There is a charge of \$10.00 for each official transcript requested.