



## ALUMNAE TRANSCRIPT REQUEST FORM

(To be used only by students who have already graduated from Bruriah)

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ Maiden Name (if applicable) \_\_\_\_\_ Graduation Year \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_

1) Name of School \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Application Deadline: \_\_\_\_\_ Submission Method:  Email  Fax  US Mail

Check all items needed:  Transcript  Activity List  Recommendation

2) Name of School \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Application Deadline: \_\_\_\_\_ Submission Method:  Email  Fax  US Mail

Check all items needed:  Transcript  Activity List  Recommendation

### Please Note the Following:

- There is a processing fee of \$5.00 per transcript. Transcripts will only be processed once payment has been received. All checks must be payable to "JEC"
- Transcript release is subject to clearance from the JEC Business Office.
- You may request up to 2 transcripts per form. You may use multiple forms.
- Any additional forms which must be included with your transcript are to be properly completed and then attached to this sheet by staple or paper clip.
- Transcript requests must be received a minimum of 2 weeks before the application deadline.
- Return all Transcript Requests with payment to:  
**Bruriah College Guidance Office**  
 35 North Avenue  
 Elizabeth, NJ 07208
- For additional information, please contact College Guidance at:  
[collegeguidance@bruriah.org](mailto:collegeguidance@bruriah.org) or 908-280-6400

FOR OFFICE USE ONLY: Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_