

## HOW to REQUEST TRANSCRIPTS

### GENERAL TRANSCRIPT INFORMATION

**The Office of the Registrar issues transcripts for College Division students only.** Students who attended *only* the Evening Division or Pre-College Division (previously the Extension and Preparatory Divisions,) should contact their respective division offices to request transcripts.

**Transcripts cannot be released if there is a hold on your account.** To check your account for holds in advance of submitting a transcript request, call the Office of the Registrar at (212) 799-5000, ext. 220, or send an e-mail to [registrar@juilliard.edu](mailto:registrar@juilliard.edu).

**Transcripts requests are processed within five business days after receipt of your request and payment.** Transcripts cannot be sent by fax. For information on express mailing options, please e-mail the Office of the Registrar at [registrar@juilliard.edu](mailto:registrar@juilliard.edu).

**The Office of the Registrar cannot release official transcripts to students without knowledge of who will eventually receive each official copy.** Therefore, when requesting official transcripts that *you* will deliver to an institution, school, employer, (as part of an application, etc.) you **MUST** provide the names of these institutions on the Transcript Recipient form which accompanies the Transcript Request form.

Students requesting transcripts for their own personal records will be issued **unofficial copies**. These *will not* bear the official seal of The Juilliard School, nor be accepted as valid record of your academic history at Juilliard by most institutions, schools, employers, etc.

**Transcripts may not be picked up by anyone other than the student.** You may be asked to show identification.

**Juilliard students and alumni applying to Juilliard programs *do not* need to request Juilliard transcripts for their applications.**

### TRANSCRIPT FEE

The fee for transcripts and transcript processing is **\$5.00 per copy**.

Payment may be made in cash at the Business Office, Room 225, or submitted by check or money order (payable to The Juilliard School.) Please do not send cash in the mail. At this time, Juilliard is unable to accept payment by credit or debit card.

### OBTAINING TRANSCRIPT REQUEST FORMS

Transcript request forms may be obtained in the following ways:

1. In person at the Office of the Registrar, Room 224.
2. By printing forms from Juilliard's Web site, [www.juilliard.edu](http://www.juilliard.edu). Click on the yellow Alumni tab at the top of the homepage, and then on the blue link "Transcripts." Then click on the link "Transcript Request Form." Type your information into the blank fields, print the completed form, and **sign it**, or simply print the blank form to fill out by hand. (This is not an online form which can be submitted via the Internet. It must be printed and submitted in person or by mail.)
3. Students who are unable to obtain a transcript request form may write a letter addressed to the Office of the Registrar which includes the following information:
  - The number of copies you are requesting.
  - The specific purpose of *each* requested transcript, **including the name of the institution to which you will forward the transcript** if you are including it in an application for graduate school, employment, scholarship, etc.
  - The address(es) to which you would like the transcript(s) sent.
  - Your name, and any other name you used at Juilliard.
  - Your dates of attendance or date of graduation.
  - Your return address, telephone number, and preferred e-mail address.
  - **Your signature.** The Office of the Registrar cannot release a transcript without the student's signature.
  - Payment: \$5 per copy. *See "Transcript Fee" explanation above.*
  - Your social security number or Juilliard student ID number (optional).

### SUBMITTING TRANSCRIPT REQUESTS

Transcript request forms and letters of request may be submitted in the following ways:

1. In person at the Office of the Registrar, Room 224.
2. By mail:
  - Office of the Registrar
  - The Juilliard School
  - 60 Lincoln Center Plaza
  - New York, NY 10023-6588
3. By fax: (212) 769-6438, attention: Office of the Registrar. *Transcript requests received by fax will not be processed until payment has been received in person or by mail.*
4. Transcript requests cannot be submitted by e-mail or over the phone since, by law, all transcript requests must bear your signature.