



Official Transcript Request Form

To request an official transcript of your academic record at Princeton University, please fill out the form below, print, sign, and mail, email, or fax to the Office of the Registrar. Please complete one form per recipient. Your signature must be included for the request to be fulfilled.

Official transcripts are generally processed within a day of request and are available for all graduating classes. Electronic Transcripts are available for the Class of 1972 to present. They are delivered via secure PDF and are the recommended delivery method.

There is no fee to process electronic or paper transcripts.

Your Name:

PU ID or TigerNet ID:

Email Address:

Transcript Type:      Electronic:      Paper:      Class Year/Graduation Date:

Undergraduate:      Graduate:      Other:

Recipient Name:

Recipient email:

Recipient address:

Recipient City, State, Zip:

Recipient Country:

Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Special handling  
instructions or  
additional comments:  
(if requesting paper and need  
multiple copies to the same  
address, indicate here)

fax: 609.258.6328

email: registrar@princeton.edu

Address: Office of the Registrar  
Princeton University  
330 Alexander Street  
Princeton, NJ 08540