



FINAL HIGH SCHOOL TRANSCRIPT REQUEST FORM

To complete your enrollment, St. John's needs confirmation of your high school graduation*.

Please complete this form and take it to your high school guidance or transcript office BEFORE YOUR LAST DAY OF CLASSES. Have your high school send St. John's your final transcript showing your final grades and date of graduation **no later than Monday, July 15, 2019.**

Name (Please print): _____

St. John's University Student Identification Number (X-ID or X-Number): X

Date of Birth: MM / DD / YYYY

St. John's University campus you will attend: Queens Staten Island _____

Please send an official copy of my high school transcript, which includes date of graduation, via one of the methods noted below.

Student's Signature: _____

Today's Date: MM / DD / YYYY

HOW TO SUBMIT THE ABOVE STUDENT'S FINAL TRANSCRIPT

SLATE.ORG

This tool is designed for guidance counselors to securely upload documents directly to a student's application.

You will create a one-time login, then documents will be matched for any student applying to a Slate school.

BY FAX

718-990-2096

BY MAIL (*May take 1-2 weeks for processing)

St. John's University Office of Undergraduate Admission
Attn: Undergraduate Admission Processing
8000 Utopia Parkway
Queens, NY 11439

PLEASE DO NOT EMAIL DOCUMENTS TO ST. JOHN'S unless password encrypted.

QUESTIONS?

QUEENS CAMPUS

718-990-2000
admission@stjohns.edu

STATEN ISLAND CAMPUS

718-390-4500
siadmissions@stjohns.edu

*Proof of high school graduation includes a final, high school transcript with date of graduation; a state-issued diploma; or the GED (General Education Diploma) or other state-approved equivalency assessment through TASC (Test Assessing Secondary Completion). In-state homeschool students must submit an official document from the state Department of Education or the superintendent of their school district that attests that the homeschool education is equivalent to a high school diploma. Out-of-state homeschool students and students completing an online high school degree must submit a copy of their state-issued diploma or obtain a high School Equivalency diploma.