

# 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 July 15, 2023.**

Name (Please print): \_\_\_\_\_

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

Date of Birth: MM / DD / YYYY

**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

*\*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.*