



### CMSRU Records Request

After completion, please send this form to [cmsruregistrar@rowan.edu](mailto:cmsruregistrar@rowan.edu)

Student Name (when enrolled): \_\_\_\_\_ Date: \_\_\_\_\_

Current email address: \_\_\_\_\_ Current Cell #: \_\_\_\_\_

Banner ID # or last 4 digits of SS#: \_\_\_\_\_ Year Graduated/last attended: \_\_\_\_\_

**I am requesting a:**

\_\_\_\_\_ Transcript\*

\_\_\_\_\_ MSPE\*

\_\_\_\_\_ Enrollment Verification Letter\*

\_\_\_\_\_ Proof of Graduation Letter\*

\_\_\_\_\_ Additional Diploma

Size: \_\_\_ 18x12 (\$25.00) or \_\_\_ 8.5x11 (\$20.00)

*(Please mail check/money order, with a copy of this form, to The Office of the Registrar.)*

Name to appear on additional diploma: \_\_\_\_\_

Mailing Address for Diploma: \_\_\_\_\_

\_\_\_\_\_

\*All transcripts, MSPE, Verification and Graduation letters will be sent as pdf documents unless otherwise requested.

- If you are requesting these documents to be emailed to a third party, submission of this document is considered approval of this release. Please provide the email address for submission of your records: \_\_\_\_\_
- If you would like a *paper* copy of these documents please provide the mailing address:

\_\_\_\_\_

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