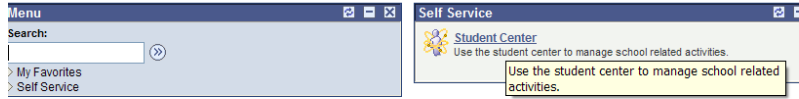


How To Request an Official Transcript through PAWS

1. Sign into PAWS using your TCNJ account information (same as email)
2. Select Student Center



3. Under Academics, click on the dropdown menu and select 'Transcript: Request Official'



4. Enter in the recipient information and select the Submit button

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option:

Quantity:

Enter Recipient Address Information

Send To My Address

Send To:

Country: United States

Address: Law School Admissions
2080 Pennington Road
Ewing, NJ 08628 [Edit Address](#)

****Incomplete address information will delay your request****

5. Your request has been processed and you will receive a confirmation with a transcript request #.