

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'.

Maggie's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Enrollment Verification \(NSC\)](#)

2009 Fall Schedule		
Class	Schedule	
LIT 99-01	We 10:00AM - 11:20AM	
LDI (93458)	Forcina Hall 132	

weekly schedule ▶
enrollment shopping cart ▶

other academic... ▼

- Academic Planner
- Academic Requirement
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Swap
- Exam Schedule
- Grades
- Transcript: Request Official**
- Transcript: View Unofficial
- Transfer Credit: Report

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
Tax Documentation details ▶

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
Diane Bates
609-771-3176

Account Summary

You owe 5,191.97.

- Due Now 5,191.97
- Future Due 0.00

**** You have a past due balance of 5,191.97. ****

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 #.