



UNOFFICIAL TRANSCRIPT REQUEST FORM

- Please COMPLETE THE ENTIRE FORM – be sure to sign at the bottom so your request can be processed.
- Processing will take a maximum of three (3) business days after the receipt of the request.
- A transcript will not be issued for any student with a financial obligation to the University.

Student ID# or SSN: _____ Name: _____

Email Address: _____ Current Address: _____
Current students: Use your GU email address Street

Contact Phone: _____
City, State, Zip

1. Please Complete The Following Information:

- Date of Birth: _____
- Approximate Dates of Attendance: From Month/Year: _____ To Month/Year: _____
- Former Name(s) (if applicable): _____

2. ✓ Check All That Apply:

- Send After Semester Grades Are Posted (check one): Fall Spring Summer I Summer II Full Summer
- Send After Degree Is Posted
- Hold After Grade Change Is Complete For (Specify Course): _____
- Hold For Pick Up By STUDENT – (MUST SHOW YOUR PHOTO ID)
- Send Now

3. Type of Transcript Needed:

STUDY LEVEL

- All Levels
- Specify Level(s): _____
i.e. Undergraduate, Graduate, Doctoral

UNOFFICIAL _____
Number of Copies

Note: Current students can obtain unofficial transcripts on Zagweb.

4. Mailing Information:

Name

Address

Address Line 2

City, State, Zip

Fax Information:

Attn: _____

Fax: _____

A signature is required to release an unofficial transcript and authorizes the release of the transcript by mail or to the fax number provided. By providing my signature, I understand the inherent risk involved in the protection of the privacy of my education record when choosing an electronic method of delivery.

Signature: _____ Date: _____