

UNOFFICIAL TRANSCRIPT REQUEST

- Please COMPLETE THE ENTIRE FORM—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.
- Unofficial transcripts primarily used for reference and advising purposes and are printed on plain white paper without University notation.

STUDENT INFORMATION

Name: _____ ID# or SSN: _____
Last First M.I.

Previous/Maiden Name: _____ Date of Birth: _____

E-mail: _____ Phone#: _____ ☐ Home ☐ Cell

Current Mailing Address: _____

City/Providence: _____ State: _____ Zip/Postal Code: _____

Do you want Gonzaga to update your contact information with the information provided on this form: ☐ Yes ☐ No

Approximate Dates of Attendance—From (term/year): _____ To (term/year): _____

TRANSCRIPT REQUIREMENTS

STUDY LEVEL-- ☐ All Levels ☐ Specific Level(s): _____
(i.e. Undergraduate, Graduate, Post-Bac, Doctoral)

QUANTITY-- Unofficial: _____
Number of Copies

PROCESSING OPTIONS—

☐ Now ☐ After degree is posted ☐ After grades are posted (check one)--☐ Fall ☐ Spring ☐ Summer

☐ After grade change is complete for (specify course): _____

DELIVERY INFORMATION

☐ Pick up by student (MUST SHOW PHOTO ID)

☐ Pick up by another person (MUST SHOW PHOTO ID) Name: _____

☐ Fax—Attn: _____ Number: _____

☐ Mail to: (recipient name) _____

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.

Student Signature: _____ Date: _____