



GEORGIAN COURT UNIVERSITY

A tradition of excellence...a future of success

OFFICE OF THE REGISTRAR

900 LAKEWOOD AVE.

LAKWOOD, NJ 08701

TRANSCRIPT REQUEST

EACH TRANSCRIPT COPY IS \$5.00

An **unofficial student copy** of a transcript is on regular paper and does not bear the Registrar's signature or the university seal.

An **official transcript** bears the Registrar's signature and the seal of the university and is sent by this office directly to another university, college, employer, etc. An official transcript may be released to a student by special arrangement only.

Name _____

Address _____

Student ID Number: _____ Date of Birth _____ Telephone Number _____

Other name(s) when attended GCU? _____

Release records from: UNDERGRADUATE PROGRAM GRADUATE PROGRAM

Are you presently attending GCU? YES NO SUMMER STUDENT ONLY

If you are not a current student: Graduation Date _____ **OR** Last Date of Attendance _____

Degree Earned: YES NO Program or Major _____

TRANSCRIPT TYPE: Official Transcript **OR** Unofficial Student Copy Number ordered _____

SENDING INFORMATION: Send now **OR** Hold for current term grades **OR** Hold for degree posting

MAIL TO:

PRINT CLEARLY

Institution/Company _____

Name/Title _____

Street Address _____

City _____ State _____ Zip _____

Transcripts are processed in the order in which the requests are received within five working days or sooner. The Office of the Registrar is not able to issue transcripts immediately upon request.

STUDENT SIGNATURE _____

DATE _____

Per the Family Educational Rights and Privacy Act of 1974, completion of this form authorizes the release of your academic record. Georgian Court University will not release testing agency scores or the academic records from another college/university.