



Transcript Request Form

Last Name _____ First Name _____
 Student ID _____ Former Name _____
 Date of Birth _____ Email _____
 Phone _____ Catalog Year _____
 Mailing Address _____
 City _____ State _____ Zip Code _____

Transcripts will not be processed if any financial obligations are owed to the college. Please include receipt with request. Please note that GCC, IBC, and GIAT transcripts will be charged separately.

Are you currently enrolled at GCC? Yes No Last Year Attended: _____

Check all that apply to your attendance in the college:

- Post-secondary Vocational High School Adult High School GCC Special Projects
 IBC GIAT Continuing Education (CE)

Transcript Options & Fees

Processing time does not include mail delivery time

Type	Processing Time	Cost per copy
Standard	Up to 5 working days	\$5.00
Rush	Up to 2 working days	\$15.00

Number of Copies Requested: _____ Rush Standard

Special Instructions

- Hold for grades Hold for degree conferral

Delivery Method (Transcripts will not be emailed or faxed)

- In person pick up (Picture ID will be verified)
 3rd party pick up (Picture ID will be verified) Name: _____
 Mail: _____

Institution/Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____

By signing below, I authorize release of my Official Academic Transcripts to the party(ies) listed above.

Students Signature: _____ **Date:** _____

Admissions & Registration and Business Office Only:

Date Received: _____ Time Received (Rush only): _____ Paid: _____