



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.

****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:

Vocational High School Adult High School GCC Special Projects IBC GIAT

Transcript Options & Fees

Processing time does not include mail delivery time

Type	Processing Time	Cost of first copy	Cost for additional copies
Standard	Up to 5 working days	\$15.00	\$1.00
Same Day	Varies, see below	\$29.00	\$1.00

Rush Processing Time Frames:

- Requests received before 1:00pm Monday through Thursday will be ready by 4:30pm same day.
- Requests received after 1:00pm Monday through Thursday will be ready by 12:00pm next business day.
- Requests received before 12:00pm Friday will be ready by 12:00pm next business day.

Number of Copies Requested: _____ Same Day 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:** _____

Business Office Only: Financial Hold: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Paid: _____ Cashier Initials: _____	Admissions & Registration Only: Date & Time Received: _____ Processed By: _____ Date: _____
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