

## Transcript Request

### GED/HiSet Transcripts

Please contact the High School Equivalency Office directly:

Phone: 735-5625/5517

Hours: Monday through Friday 8:00 A.M. – 5:00 P.M.

e-mail: [gcc.hse@guamcc.edu](mailto:gcc.hse@guamcc.edu) [1]

### Unofficial Transcripts

Unofficial transcripts may be viewed and downloaded for free in your MyGCC Student Portal. You may also view your grade history in your Student Portal by clicking on Final Grades. If you are unable to download your unofficial transcript due to a hold, please contact the appropriate department. Go to My Courses and click Academic Transcript

### Transcript Options & Fees (changes effective August 2, 2018):

Type	Processing Time	Cost of first copy	Cost for additional copies
Standard	Up to 5 working days	\$5.00	\$5.00 (per copy)
Rush Processing	2 working days	\$15.00	\$15.00 (per copy)

### Rush Processing Time Frames (changes effective August 2, 2018):

- Requests received before 12:00 pm will be ready for pick up after 12:00 pm of the second business day. For example, if a request comes in before 12:00 pm on Monday, the transcript will be ready for pick up after 12:00 pm on Wednesday.
- Requests received after 12:00 pm will be ready for pick up by 8:00 am after the second business day. For example, if a request comes in after 12:00 pm on Monday, the transcript will be ready for pick up at 8:00 am on Thursday.
- Please be advised that the Admissions & Registration Office is not open on weekends and Government of Guam holidays.

### [Order Official Transcripts Online](#) [2]

Guam Community has authorized The National Student Clearinghouse to provide transcript ordering online. The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. Order updates will be sent to your email address; you can also track your order online. If a hold prevents the release of the transcript, the order will be canceled after 30 days if the hold is not resolved. Please be advised that The National Student Clearinghouse charges an additional online processing fee of \$2.50\* per order.

**\*EFFECTIVE 9/30/2019, the online processing fee will increase to \$2.50 per order.**

To order transcripts online please click on the link below:

[tsorder.studentclearinghouse.org/school/ficecode/01536100](https://tsorder.studentclearinghouse.org/school/ficecode/01536100) [3]

To track an order submitted online:

<https://tsorder.studentclearinghouse.org/TrackOrder/login>. [4]

## **Transcript Request**

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### **Order Official Transcripts in Person**

Transcripts can be ordered in person at the Office Admissions & Registration located in the Administration Building. Please fill out the [Transcript Request Form](#) [5] and bring a valid ID card. Payment can be made at the Cashier also located in the Administration Building.

### **Order Official Transcripts by Mail**

Complete the Transcript Request Form and mail it along with a check or money order to the address below:

*Guam Community College  
Admissions & Registration Office  
Attn: Transcript Request  
P.O. Box 23069 GMF  
Barrigada, Guam 96921*