

Transcript Request

Transcript Requests

To submit a request, please go through the National Student Clearinghouse. Please be advised we cannot process GED transcript requests.

Sending transcripts to UOG? Enter in the following email when sending electronically: admitme@triton.uog.edu

<https://tsorder.studentclearinghouse.org/school/select> [1]

GED/HiSet Transcripts

Please contact the High School Equivalency Office directly:

Phone: 735-5629/5574

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

Email: gcc.hse@guamcc.edu [2]

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

Type	Processing Time	Cost of the 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 \[3\] \(Paper and eTranscripts\)](#)

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 July 2020 Guam Community has also authorized The National Student Clearinghouse to provide electronic transcript delivery for students who attended GCC 2006 moving forward. Those who attended prior to 2006 will have to request paper transcripts for mailing or pick up. The National Student Clearinghouse charges an additional \$1.00 for electronic delivery.

To order transcripts online please click on the link below:

tsorder.studentclearinghouse.org/school/ficecode/01536100 [4]

*Sending transcripts to UOG? Enter in the following email when sending electronically: admitme@triton.uog.edu

To track an order submitted online:

<https://tsorder.studentclearinghouse.org/TrackOrder/login> [5]

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](#) [6] 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

Questions?

Admissions & Registration

Student Services & Administration Building (Bldg. 2000, Rotunda)

Monday - Thursday 8:00 AM - 5:00 PM

Friday 8:00 AM – 12:00 PM

Closed on Weekends and Government of Guam Holidays

Transcript Request

Published on GUAM COMMUNITY COLLEGE (<https://guamcc.edu>)

Email: gcc.registrar@guamcc.edu [7]

Phone: (671) 735-5531