

Per the federal Family Educational Rights and Privacy Act (FERPA), your written consent is required for the release of your transcripts. Any and all outstanding obligations to the University must be satisfied before your request can be processed. For complete instructions and current fees, refer to registrar's web page ([www.cgu.edu/pages/3126.asp](http://www.cgu.edu/pages/3126.asp)).

This form is used for requests made in person or submitted by US Mail. Please print legibly and sign your request. To avoid processing delays, be sure to provide complete information and include your payment by cash or check.

## STUDENT INFORMATION

Please check one.  I am currently enrolled at CGU and my CGU ID Number is 254 — \_\_\_\_\_  
 I am a former student. I attended CGU during (specify years). \_\_\_\_\_  
 I earned degrees (specify degrees). \_\_\_\_\_  
 I was enrolled in (specify programs). \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Name while attending CGU (maiden/former name, etc.) \_\_\_\_\_

For record verification purposes, please provide Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ and Last 4 Digits of Social Security # \_\_\_\_\_

In the event we have questions about this request, please provide a telephone number and/or email address where we can reach you.

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

## REQUEST INFORMATION

Please complete **one request form for each transcript recipient**. Check the type of order you are submitting.

- Official Transcript**—All transcripts are mailed or sent within 3 business days of receipt of this request. \$10 per transcript.
- PDF Official Transcript**—All transcripts are sent within 3 business days of receipt of this request. \$10 per transcript.  
**CAUTION:** Many institutions require mailing of the hard copy transcript as a verification of the PDF. Fee includes both the PDF and a hard copy. Complete both the SEND PDF and MAIL address sections below to avoid having to submit a separate request (and the additional fee) at a later date.
- Expedited delivery**—Delivery determined by CGU Mail Services. \$10 per official transcript and \$30 US domestic destination or \$75 International.
- FAX**—\$10 per official transcript. FAX to the number specified below.  
**CAUTION:** By requesting a fax, you acknowledge that CGU cannot guarantee nor assume responsibility for the confidentiality of transcripts that are faxed. In addition, transcripts that are faxed are generally not considered official documents.
- Unofficial PDF Version**—No charge. Not available for archived transcripts (generally, graduates before 1998).  
**Official Transcript** – order online through the National Student Clearinghouse at [www.getmytranscript.com](http://www.getmytranscript.com). \$10 per transcript, credit cards accepted.

### Instructions for Delayed Processing of this Request—Complete only if applicable.

- Send transcript(s) after grades have been posted for Semester \_\_\_\_\_ Year \_\_\_\_\_
- Send transcript(s) after posting of my degree (Specify degree) \_\_\_\_\_

### Where to Send/Distribute Transcripts

Number of Transcripts Ordered \_\_\_\_\_

- Choose one.  **I WILL PICK UP MY TRANSCRIPTS** at CGU.  
 Transcripts are released only to the student/former student with picture I.D. or to the student's representative. To authorize a third party to pick up your transcript, you must fax a written authorization to the Registrar's Office, providing the name of the individual and the ID credentials the individual will use. At pick-up, the individual is required to present photo ID.
- MAIL/SEND** the transcript(s) to the following location.
- Name of Recipient \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_
- FAX TO** (\_\_\_\_) \_\_\_\_\_
- Send PDF** transcript to \_\_\_\_\_ @ \_\_\_\_\_

**AMOUNT DUE**—Add fees for all services requested. I enclose \$ \_\_\_\_\_ by  cash  check.

**STUDENT SIGNATURE** (required) \_\_\_\_\_ **Date** \_\_\_\_\_