

Instructions. Use this form to request copies of documents, except your CGU transcript, from your student file at CGU. Requests for CGU transcripts must be submitted on a Transcript Request Form. Photocopies from your student file are provided at a rate of \$.50 per page and may only be requested by the student. Per the federal Family Educational Rights and Privacy Act (FERPA), the authorization of the student is required to disclose information to third parties. (See the Student Privacy policy on the CGU website.)

Restrictions. Photocopies cannot be provided if prohibited by federal, state, or institutional regulations or if the student has waived rights of access to the documents requested, such as for letters of recommendation. Please note that except for the transcript, which is the institution's official academic record, CGU maintains records for only five years after a student's last enrollment activity.

Your Student Information

I am currently enrolled at CGU and my CGU I.D. number is 254- _____

I am a former student/alumni. I was enrolled in the following degree program(s) _____

I was enrolled between the year(s) _____

Last Name _____ First Name _____ Middle Name _____

My date of birth _____ / _____ / _____ Last four digits of Social Security Number _____

Please provide a phone number and/or email address where you can be reached if we have questions.

Daytime Phone (_____) _____

E-mail Address _____

Items Requested (If Available)

Transcripts from the previous schools (specify) _____

Test Scores GRE GMAT TOEFL Other _____

Other Documentation (specify) _____

Your Signature _____ **Date** _____