



Official Use Only

GC ID#: \_\_\_\_\_

### REQUEST FOR TRANSCRIPT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Previous/Maiden Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ E-mail address \_\_\_\_\_ Soc. Sec. Number \_\_\_\_\_

PROGRAM(S) ATTENDED AT GRATZ COLLEGE

(Example: Cont. Ed, RTC, BRA, Other, MA Ed, JCHS, etc.)

ARE YOU CURRENTLY ENROLLED? [Y/N] \_\_\_\_\_

IF YOU ARE NO LONGER ENROLLED, PLEASE INCLUDE: Year of graduation/Separation \_\_\_\_\_ Degree Received (if any) \_\_\_\_\_

CURRENTLY ENROLLED STUDENTS:

If you are requesting Official transcripts, please specify one or more of the following conditions to insure that your transcript is complete prior to being sent out. Please be advised that these conditions may cause delays in processing and mailing.

- Send now (although some grades may be missing)
- Send after \_\_\_\_\_ semester's grades are posted  
Course ID \_\_\_\_\_ Section \_\_\_\_\_ Completion date \_\_\_\_\_
- Send after graduation has been confirmed (6-8 weeks after commencement)  
Course \_\_\_\_\_ Term \_\_\_\_\_ Grade \_\_\_\_\_

**Fees**

Transcripts Processing (per transcript).....9.00  
 Additional transcript (each).....5.00  
 Same Day Processing/Walk-ins.....14.00

**Unofficial Transcripts are free**

**Shipping Options** (in addition to above fees)

Official – Standard: Up to ten business days.....Free  
 Official – Express: When requested by noon.....18.30  
 Unofficial Standard: Up to ten business days.....Free

Number of Transcripts requested

Official: \_\_\_\_\_

Unofficial: \_\_\_\_\_

Total: \_\_\_\_\_

**Mail transcripts to: List additional addresses on reverse, or attach separate page with instructions**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student's signature/Date (required): \_\_\_\_\_ Date: \_\_\_\_\_

**We Accept Visa/Mastercard/Discover:**

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code \_\_\_\_\_

- By signing this form you are authorizing Gratz College to release your transcript as indicated above. Without a signature this form **WILL NOT** be processed.
- Transcript request will not be honored if there is a "HOLD" on the account from the Business Office or Library.
- The college does not fax transcripts.

For Official Use Only:

Amt. Pd. \_\_\_\_\_ Request Rec'd \_\_\_\_\_ Sent \_\_\_\_\_ By \_\_\_\_\_

Batch Number \_\_\_\_\_ Check # \_\_\_\_\_ Check Date \_\_\_\_\_ Hold Y/N \_\_\_\_\_

Office of Student Records, Gratz College 7605 Old York Road, Melrose Park, PA 19027

Telephone: (215) 635-7306 Fax: (215) 635-7399 Toll free: (800) 475-4635

[www.gratzcollege.edu](http://www.gratzcollege.edu) [studentrecords@gratz.edu](mailto:studentrecords@gratz.edu)