

## Request for GED® Transcript/Diploma

*Payment is due before processing this request.  
 Please allow five (5) working days for research & retrieval of information. Information requested by a person other than the GED® recipient must be accompanied by the recipient's signed, written authorization.  
 Information will NOT be transmitted via fax or email.*

### PLEASE PRINT

#### REQUIRED INFORMATION (# 1 - # 20)

**DATE OF REQUEST:**

**1. DATE GED® TEST WAS TAKEN AND PASSED:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (MM/DD/YY)

<b>2. SOCIAL SECURITY NUMBER</b> LAST FOUR DIGITS <u>XXX/XX/</u>	<b>3. LAST NAME</b>	<b>4. FIRST NAME</b>	<b>5. MIDDLE</b>	<b>6. GENDER</b> M    F	<b>7. DOB</b> ____/____/____ MM/DD/YR
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**8. EMAIL ADDRESS:**

**9. WORK PHONE:**

(    )

**10. OTHER CONTACT NUMBER:**

(    )

**11. REASON FOR REQUEST:**

- TO CONTINUE MY EDUCATION OR TRAINING AT A 2 OR 4 YEAR EDUCATIONAL INSTITUTION
- TO CONTINUE TRAINING AT A TECHNICAL SCHOOL
- FOR EMPLOYMENT PURPOSES
- FOR MILITARY PURPOSES OR ENLISTMENT
- OTHER

**12. HOLD REQUESTED DOCUMENTS TO BE PICK-UP BY:**

**13. MAIL REQUESTED DOCUMENTS TO:**

**14. MAILING ADDRESS:**

**15. RESIDENTIAL ADDRESS:**

16. ITEM	17. QUANTITY	18. COST
<input type="checkbox"/> Official Diploma		
<input type="checkbox"/> Official Transcript		
<input type="checkbox"/> File Copy-Diploma		
<input type="checkbox"/> File Copy-Transcript		
<input type="checkbox"/> Send via Certified Mail		
<b>19. PAYMENT BY:</b>	<b>TOTAL</b>	<b>\$</b>
<input type="checkbox"/> CHECK		
<input type="checkbox"/> MONEY ORDER		

**FEES:**

\$15 – An Official Diploma (allow for 4-6 weeks for processing)  
 \$37 – Send via Certified Mail  
 \$15 – A single Original Transcript; \$2 for each additional requested at the same time (allow 5 working days).  
 \$2 – Transcript/Diploma file copy only

Issue check or money order payable to: **Guam Community College**

**REQUEST WILL BE PROCESSED AFTER PAYMENT IS RECEIVED.  
 PAYMENT MUST BE ARRANGED WITH THE CASHIER (671) 735-5550.**

**20. SIGNATURE:**

**DATE:**

**Contact the GED® office at (671) 725-5625 or (671) 735-5517 or [gcc.ged@guamcc.edu](mailto:gcc.ged@guamcc.edu) or [doris.perez@guamcc.edu](mailto:doris.perez@guamcc.edu)**

### GED® STAFF USE ONLY

**BUSINESS OFFICE RECEIPT #**

**DATE:**

**RESEARCHED BY:**