



# TRANSCRIPT REQUEST FORM

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
GCC ID#: \_\_\_\_\_ Former Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City State Zip Code

Transcripts will not be processed if any financial obligations are owed to the College. Please include receipt with request. **Please note that GCC, GED, IBC and GIAT transcripts are charged separately.**

Are you currently enrolled in GCC? ☐ Yes ☐ No Last Year Attended: \_\_\_\_\_

## Check all that apply to your attendance in the College:

☐ Post-secondary ☐ Vocational High School ☐ Adult High School ☐ GCC Special Projects  
☐ IBC ☐ GIAT ☐ GED ☐ Continuing Education (CE)

## Transcript Options & Fees

Processing time does not include mail delivery time.

| TYPE     | PROCESSING TIME      | COST PER COPY |
|----------|----------------------|---------------|
| Standard | Up to 5 working days | \$5.00        |
| Rush     | Up to 2 working days | \$15.00       |

Number of Copies Requested: \_\_\_\_\_ ☐ Rush ☐ Standard

## Special Instructions:

☐ Hold for Grades ☐ Hold for Degree Conferral

**Delivery Method** (Transcripts will only be emailed or faxed directly to the individual or authorized 3<sup>rd</sup> party)

☐ In person pick up (Picture ID will be verified)  
☐ 3<sup>rd</sup> party pick up (Picture ID will be verified) Name: \_\_\_\_\_  
☐ Mail:

Institution/Name: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**By signing below, I authorize the release of my official academic transcripts to the party(ies) listed above.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Admissions & Registration and Business Office Only:**

Date Received: \_\_\_\_\_ Time Received (Rush Only): \_\_\_\_\_ Paid: \_\_\_\_\_

UPDATED: November 2025