



REQUEST FOR OFFICIAL TRANSCRIPT

Name during enrollment: _____

Current Address: _____

Current Email Address: _____

Phone Number: _____ - _____ - _____

Last four Social Security Number: _____

I request a copy of my academic transcript of grades be forwarded to:

Signature

_____ Date

Make your \$10.00 per transcript fee at guptoncollege.edu under the "Pay Here" option. You will receive an email once your payment processes, enter the confirmation/receipt number below. Once we receive your form and receipt information your transcript will be processed.

Receipt/confirmation information

For Office Use Only:

Date Received: _____

Date Mailed/Fax: _____

Date Picked Up: _____

Official Copy: _____

Student Copy: _____

Posted in Log: _____