



## Transcript Request Form

<b>Name:</b> _____	<b>Student G#:</b> _____
<b>Address:</b> _____ _____	<b>Date of Birth:</b> _____
<b>Telephone #:</b> _____	<b>Former Name (if applicable):</b> _____
<b>Number of Copies (up to 10):</b> _____	<b>Currently enrolled?</b> <input type="checkbox"/> Yes If NO, year of last enrollment: _____
<b>Send Transcript(s) to (do not fill out if picking up):</b>	<input type="checkbox"/> <b>Send Transcript As Is</b>
Recipient Name: _____	<input type="checkbox"/> <b>Hold for posting of current semester grades</b>
Address: _____	<input type="checkbox"/> <b>Hold for graduation verification</b>
City, State ZIP: _____	<input type="checkbox"/> <b>Other:</b> _____
<b>Pick Up Location</b> (only if you are not mailing it): ___ Allendale (150 STU) ___ Grand Rapids (115C DEV)	<b>For Office Use Only:</b> ____ Date Requested ___ Initials ____ Date Sent ___ Initials
<b>Student Signature:</b> _____ <b>Date:</b> _____	
We do not accept font written (typed) or electronic signatures. Please hand sign the form.	
Completed forms may be returned to the Student Assistance Center in Allendale (150 Student Services) or the Grand Rapids Pew Campus (115C DeVos) in person, by fax to (616) 331-2000, by email to transcripts@gvsu.edu, or by mail to the Registrar's Office, 150 Student Services, Allendale, MI 49401.	