



Unofficial Transcript Request Form

(Official transcript requests are only done electronically through myBanner and Parchment Services.)

Name: _____	Student G#: _____
Address: _____ _____	Date of Birth: _____
Telephone #: _____	Former Name (if applicable): _____
Send Transcript via Fax: _____	Currently enrolled? <input type="checkbox"/> Yes If NO, year of last enrollment: _____
Send Transcript(s) to: Recipient Name: _____ Address: _____ City, State ZIP: _____	<input type="checkbox"/> Send Transcript As Is <input type="checkbox"/> Hold for posting of current semester grades <input type="checkbox"/> Hold for graduation verification
Pick Up Location: <input type="checkbox"/> Allendale (150 STU) <input type="checkbox"/> Grand Rapids (115C DEV)	For Office Use Only: _____ Date Requested _____ Initials _____ Date Sent _____ Initials
Student Signature: _____ Date: _____ 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.	