



REGISTRAR'S OFFICE

## Unofficial Transcript Request Form

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

<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>Send Transcript via Fax:</b> _____	<b>Currently enrolled?</b> <input type="checkbox"/> Yes If NO, year of last enrollment: _____
<b>Send Transcript(s) to:</b>  Recipient Name: _____  Address: _____  City, State ZIP: _____	<input type="checkbox"/> <b>Send Transcript As Is</b>  <input type="checkbox"/> <b>Hold for posting of current semester grades</b>  <input type="checkbox"/> <b>Hold for graduation verification</b>
<b>Pick Up Location:</b>  <input type="checkbox"/> Allendale (150 STU) <input type="checkbox"/> 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.	