



Admissions and Records

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REQUEST FOR ACADEMIC TRANSCRIPT

Transcripts will only be released to students who have met all admissions requirements and have cleared all outstanding financial obligations with the University of Guam.

TRANSCRIPT CHECKLIST:

- TRANSCRIPT REQUEST FORM. Complete and sign the transcript request form. In compliance with the Family Educational Rights and Privacy Act ("FERPA"), a signed request is required to release transcripts.
TRANSCRIPT FEE AND PAYMENT. Fees: Transcripts are \$15 each. Rush service fee (transcripts are processed within 1-hour; same day service) is \$20 in addition to the cost of the transcript.
PHOTO IDENTIFICATION. A photo ID copy is required for all transcript requests submitted via fax, email or mail.
SUBMIT REQUEST. Submit all documents in person or via fax, email, or mail (see information above).

Transcripts are processed within three (3) working days; or three (3) weeks during the beginning and end of a term. Rush service is not available one week prior to or following Commencement.

Form with fields: Student ID Number/SSN, Date of Birth, Email Address (REQUIRED), Daytime Phone Number, Student's Full Name, Former or Maiden Name, Current Mailing Address, Semester(s)/Year(s) Attended, UOG Degree/Date Conferred, UOG Major

TRANSCRIPT TYPE: Please indicate the number of copies and transcript type required.

- UG (Bachelor's Degree/100-400 Level)
PR (Post-Baccalaureate/800 Level)\*
GR (Master's Degree/500-700 Level)
CEU (Credit for Career Enrichment)\*

SERVICE:

- Student Copy
Official Copy
1st Copy (Free) Yes \_\_\_ No \_\_\_
Total transcripts = \_\_\_ x \$15.00 per copy # copies

\*Please list Continuing Education Units/Professional Development (800 Level) courses below:

Table with columns: Course Title, Date, Location

Rush (Additional Fee - \$20) Yes \_\_\_ No \_\_\_
-Upon Approval; Ready in 1-hour: Same day service

Express Mail (Additional fee applies) Yes \_\_\_ No \_\_\_
-U.S. Destination \$30.45 / International \$75.55

HOLD UNTIL AFTER:

- Current Semester
Degree Conferred
Grade Change - Course

- WILL PICK UP OR RELEASE TO:
EMAIL ADDRESS & ATTN TO:
FAX NO. & ATTN TO:
TRANSCRIPT TO BE SENT TO (If more than one address, please use the back of the form):

Date

Student's Signature

FOR OFFICE USE ONLY

AMT/RECEIPT#: / / By

HOLD FOR: Admissions Application Business Office Clearance Library Clearance Dorm Clearance ROTC Clearance