

**University of Guam**  
**OFFICE OF ADMISSIONS AND RECORDS**  
**303 University Drive, Mangilao, Guam 96913**  
**Tel: (671) 735-2204/2206 Fax: (671) 735-2203**  
**E-mail: transcripts@triton.uog.edu Website: www.uog.edu**

**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. *Transcripts cannot be requested by or released to a third party without a signed authorization from the student.*
- TRANSCRIPT FEE AND PAYMENT.**  
 Fees: Transcripts are \$5 each. Rush service fee (transcripts are processed within 1-hour; same day service) is \$20 in addition to the cost of the transcript. Express mail fee is \$22.95 in addition to the cost of the transcript. Express mail rates vary according to destination; subject to change to reflect current U.S. postal rates.  
 Payments: All payments are made at the Business Office. To make a payment using your credit card, call the Cashier at (671) 735-2923/2940/2946. Indicate the receipt number and amount paid on the transcript request form. Money orders are acceptable. Off-island checks are not accepted. Please do not send cash.
- 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 four (4) 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.

<b>Student ID Number/SSN</b>	<b>Date of Birth</b>	<b>Email Address (REQUIRED)</b>	<b>Daytime Phone Number</b>
<b>Student's Full Name</b>		<b>Former or Maiden Name</b>	
<b>Current Mailing Address</b>		<b>Semester(s)/Year(s) Attended</b>	
<b>UOG Degree/Date Conferred</b>		<b>UOG Major</b>	

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

- |                                     |   |
|-------------------------------------|---|
| <input type="radio"/> Undergraduate | <input type="radio"/> Professional Development (800 Level)* |
| <input type="radio"/> Graduate      | <input type="radio"/> Continuing Education Unit (CEU)*      |

**SERVICE:**

- Student Copy       Official Copy
- 1st Copy (Free) Yes \_\_\_ No \_\_\_
- Total transcripts = \_\_\_\_\_ x \$5.00 per copy  
# copies

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

Course Title	Date	Location

- Rush (Additional Fee - \$20) Yes \_\_\_ No \_\_\_  
 -Upon Approval; Ready in 1-hour: Same day service
- Fax (Additional Fee - \$1) Yes \_\_\_ No \_\_\_
- Express Mail (Additional Fees Apply) Yes \_\_\_ No \_\_\_  
 -U.S. Postal Rates vary according to destination

**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 back of 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