



Admissions and Records

UOG Station, 303 University Drive, Mangilao, Guam 96923
Tel: (671) 735-2204/06 • Fax: (671) 735-2203
Email: 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 \$15 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 \$28.75 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.

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 transcript type required.

Undergraduate Professional Development (800 Level)\*
Graduate Continuing Education Unit (CEU)\*

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 3 columns: 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