

**Admissions and Records**

303 University Drive, Mangilao, Guam 96923-9000

Tel: (671) 735-2202/04/06/14 • 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 \$30.45 (U.S.) and \$75.55 (International) in addition to the cost of the transcript. Express mail rates are 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 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.

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)\*  
\_\_\_\_ ☐ DC (Doctoral Degree/7000-8000 Level)

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

Course Title	Date	Location

**SERVICE:**

☐ Student Copy ☐ Official Copy

1st Copy (Free) Yes \_\_\_\_ No \_\_\_\_  
Total transcripts = \_\_\_\_ x \$15.00 each  
#copies

Rush (Additional Fee - \$20) Yes \_\_\_\_ No \_\_\_\_

-Upon Approval; Ready in 1-hour: Same day service

Express Mail (Additional fee applies) Yes \_\_\_\_ No \_\_\_\_  
-U.S. Postal Rates vary according to destination

**HOLD UNTIL AFTER:**

☐ Current Semester ☐ Degree Conferred

☐ Grade Change - Course \_\_\_\_\_

**DELIVERY OPTIONS:** *Select one*

☐ WILL PICK UP OR RELEASE TO: \_\_\_\_\_

☐ EMAIL ADDRESS & ATTN TO (*limited to one email recipient*): \_\_\_\_\_

☐ 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