

# Please read the following carefully before proceeding

You will need Adobe Acrobat 6.0 or higher to use this form. To download Acrobat, please visit the Adobe web site at <http://www.adobe.com/>

**Note:** Your account must be cleared of all holds before your request can be processed. Please check your holds online by logging on to the GWeb Information System.

**The Official Transcript Request Form contains interactive material.** The fields on the form can be completed by typing in the spaces provided. You must provide information for all *required* fields.

Failure to complete *any* one of the fields below may delay or prevent your request from being processed:

- Current Full Name
- Approximate Dates of Attendance
- Signature (sign after you print the form)
- GWid Number\*
- Date of Birth
- Daytime Phone Number
- Address to which your transcript(s) are to be mailed

Your transcript request may also be delayed due to a hold on your student record, lack of academic history, or failure to include payment with your request.

Before completing your request, please read through the transcript ordering information on our web site at <http://www.gwu.edu/~regweb/web-content/transcripts.html>

Due to increasing privacy concerns, the option to exclude your Social Security Number from the printed transcript has been made available. ***This option is only available to current students and alumni with records from Fall 1982-present.***

**Please note:** Electing to exclude the SSN may create delays in matching your transcript to an existing record by the recipient, particularly if you have had a name change since attendance at GW.

Please note that due to the volume of transcript requests that we receive, and our dedication to the timely processing of those requests, we are unable to confirm receipt of your request or confirmation of its completion.

\*The George Washington University has replaced the use of individual Social Security Numbers (SSNs) for students who attended the university from 1983 to the present. Students who attended the university prior to this time may still use their SSN for their student number on the paper request form. SSNs cannot be used for online requests. For more information or for instructions on how to retrieve your GWid Number, please visit the GWid web site at <http://gwid.gwu.edu/>

## SUBMISSION INSTRUCTIONS:

If you are submitting your transcript request in person, please visit the Office of the Registrar @ Colonial Central, on the Ground Floor of the Marvin Center on 21st Street NW.

If you are mailing your transcript request, please submit it to:

Office of the Registrar  
44983 Knoll Square, 2nd Floor  
Ashburn, VA 20147

# Official Transcript Request Form

The George Washington University  
Office of the Registrar @  
Colonial Central  
Marvin Center Ground Floor  
Phone: (202) 994-4900  
Fax: (202) 994-0282

## Student Information:

Current Full Name (required)

Signature and Date (required for release of records)

Former Name (if applicable)

Gwid Number (required) Note: This is not the number on your GWorld card. Gwid or student ID number used at the time of enrollment must be supplied.

to

Approximate Dates of Attendance (required)

Date of Birth (required)

School Attended

Daytime Phone Number (required)

Degree Awarded (if applicable)

Email Address

## Service Options and Fees (with Destination Charges)\*: Select only one service per form

- Regular Service (\$5 fee per Transcript)** - Processed within 5 business days of receipt, and then mailed first-class USPS mail.
- Rush Service (\$10 fee per Transcript)** - Processed within 1 business day of receipt, and then mailed first-class USPS mail.
- In Office Same Day Service (\$10 fee per Transcript)** - Picked up in the Office of the Registrar on the same business day (form must be submitted in person).
- National Expedited Service (\$10 fee per Transcript + \$15 charge per Destination)** - Processed within 1 business day of receipt, and then mailed by express carrier next day air. Please allow an additional 2-3 business days for P.O. Box Addresses.  
**Note:** Next Day service is not available in all locations. In areas where this service is unavailable, Second Day service will be used.
- International Expedited Service (\$10 fee per Transcript + \$35 charge per Destination)** - Same processing as National Expedited Service. Please provide contact name and phone number in address space below, if available, and allow up to 10 business days for delivery.

Total Number of Transcripts Requested:

\* Rates are subject to change

## Address for Transcript Delivery (required):

Use the space to the right to indicate the mailing address where the transcript(s) should be sent. This address will appear on the outside of the transcript envelope.

**Note:** You must use separate forms if you wish to send transcripts to more than 1 location.


## Special Instructions:

- Do Not Display Social Security Number
- Hold for Current Semester Grades
- Unofficial Transcript (sent to the student only)
- Hold for Grade Change(s)
- Hold for Degree Entry
- Other: \_\_\_\_\_

**Note:** If you require any additional documentation to be sent out with your transcript, please be sure to mail or fax these items with your Transcript Request Form.

## Calculate Cost:

Total Cost of Transcript(s):  
(Number of Transcripts x Service Fee)

+

Destination Charge:  
(if applicable)

=

Total Cost:

## Payment Method:

- Check or Money Order payable to: The George Washington University (please mail or deliver in person your request with appropriate payment)
- Credit Card (please download the credit card form from the Office of the Registrar web site when mailing or faxing your transcript request)

Internal Office Use Only:

Received by

Date received

Payment received