



TRANSCRIPT REQUEST FORM

Only paper transcripts are available through this method. For details, visit www.gmc.edu > Student Services > Request a Transcript.

Student Information:

Last Name First Name ID

Street:

City: State: Zip:

Cell Phone: Home Phone:

Personal Email:

Birthdate: Campus Attended: Dates of Attendance:

Use the information above to update my address.

Transcript Order Timeline:

- Send as soon as possible.
- Hold until term grades are posted for the following term:
- Hold for Posting of Degree - Expected graduation date:
- Requesting Unofficial Only.

Send Transcript(s) to the Following:

Mail to Home - Number of copies:

Mail to School / Other:

(Provide complete information. Requests with missing information will be delayed. All transcripts mailed through US Postal Service unless Express Mail service requested for additional fee.)

Name of Institution:

To the Attention Of:

Street Address:

City: State: Zip:

Fax to Number of Above-Listed School/Other:

*(All faxes are **unofficial**; an official transcript is sent through standard mail services on the same day).*

Transcript Fees: *(All fees are **NON-REFUNDABLE**. Payment screen available at www.gmc.edu > Student Services > Request a Transcript; payment link with confirmation number is under item 3. Or, mail check to the GMC Office of Academic Records.)*

- No Fee - Standard Mail Service.
- \$15.00 - FAX unofficial transcript and mail official.
- \$40.00 - USPS Express Mail Service *(Request must be received by 2:00pm for same-day mailing).*

Payment confirmation number:

Transcripts will not be issued unless all obligations are cleared. Official transcripts of your record from other institutions must be obtained from the institutions issuing the credit. All requests are destroyed after 6 months.

Student Signature:

Date:

OFFICE OF ACADEMIC RECORDS, 201 E. Greene St., Milledgeville GA 31061 * Fax 478-445-3378 * Email transcript@gmc.edu

Processed by Academic Records: