

GOUCHER | college
Official Transcript Request
Office of the Registrar

Signed and scanned forms are accepted by email at registrar@goucher.edu
Students/Alumni receive up to 10 free transcripts per academic year, June 1 to May 31. Additional copies are \$5.00 each

Allow 3-5 business days for processing. Mailing time is additional. At the beginning and end of a semester, allow two weeks between the request and mailing. At the end of a semester transcripts will be issued after grades are posted. **Outgoing official transcripts can not be faxed or emailed. (If FedEx delivery is requested, you will be contacted for payment information for FedEx fees.)**

COLLEGE REGULATIONS DO NOT PERMIT THE ISSUING OF TRANSCRIPTS FOR ANY STUDENT WITH AN OUTSTANDING DEBT TO THE COLLEGE.

Birthdate: _____ Goucher ID (if known): _____

Current Student: ___ Not Current Student: ___ Last attended: _____

Undergraduate: ___ Graduate: ___ Both: ___

Name while attending Goucher College (if changed): _____

Degree Rec'd (degree/date) if applicable: _____

Name: _____
Last (print) First Middle

Address: _____

City: _____ State: _____ Zip: _____

Day Phone No. _____ Cell Phone No. _____ Email Address: _____

(Please provide a phone number in case of questions.)

Please update my permanent address with the address above.

Student will pick up: _____ (Student will be required to present identification)

Or

Mail Transcript to: _____

Address: _____

City: _____ State: _____ Zip: _____

Total # of copies: _____ Official Unofficial Unofficial by email

RUSH - 24 hour office processing time - \$10/ea. - The RUSH fee applies to official and unofficial, mailed, faxed and emailed transcripts. If **mailing** is requested, mailing delivery time is additional. **FEDEX** - If FedEx delivery is requested for a rush transcript, you will be contacted for payment of additional FedEx fees.

Please hold this request until:

Current semester grades have been posted: _____

Until degree is posted: _____

Until removal of incomplete grade: _____

Until certification stamp is posted: _____

I hereby authorize Goucher College to release my academic transcript.

Student's signature: _____ Date: _____

Family Educational Rights and Privacy Act requires an original signature of the student. Requests without a signature will not be processed.

Return completed request in person, by mail or fax:

Office of the Registrar
Student Administrative Services
Goucher College
1021 Dulaney Valley Road
Baltimore, MD 21204
Fax # 410-337-6504

For Office Use Only

Date Processed: _____

Initials: _____

Sent: _____