



Registrar's Office
 Goldey-Beacom College
 4701 Limestone Road
 Wilmington, DE 19808
 USA

Phone: (302) 225-6265
 Fax : (302) 998-8631
 E-mail: registrar@gbc.edu

REQUEST FOR TRANSCRIPT

Please allow 7-14 business days to process transcript request

Name:

 Last First (Middle/Maiden)

 Street Address

 City State Zip Code

Phone Numbers:
 Day () _____

Eve () _____

Date of Birth _____

Social Security Number _____ - _____ - _____

Student ID Number _____

Send _____ copies to:
 (Please note: Complete name and address must be provided below to process transcripts.)

Name _____

Address _____

Check One:

- Official Copy – bears school seal and signature of Registrar. Issued to students in sealed envelope (not to be opened by student).
- Student Copy – bears “Issued to Student” stamp.

Student Division:

- Graduate
- Undergraduate

Student Status:

- Currently enrolled
- Graduate – year of graduation _____
- Inactive – dates attended _____

Special Instructions:

- Send immediately
- Hold for final grades
- Pick-up date _____ time _____

 Student Signature Date

For Office Use Only:	
Balance Clear	_____
Initials	_____
Date Mailed	_____