



REQUEST FOR GLOBAL UNIVERSITY TRANSCRIPT

Requests may take up to two weeks to process. Transcripts may not be e-mailed.

Please clearly print all information—Mail or fax signed form to Global University Admissions and Records. This signed form may also be scanned and sent via e-mail attachment to transcriptrequest@globaluniversity.edu. If your current e-mail address is on file you may submit an online request from Global University's website at https://www.globaluniversity.edu/student_info/level3/undergrad/transcript.cfm.

Student ID Number: _____ **SS# (USA students)** _ _ _ - _ _ - _ _ _

Date of Birth: _____ **Years of Attendance:** _____
(DD-Month-YYYY Example: 05-JUL-1985) (Example: 1999 – 2003)

Student Name: _____
First Middle *Last

*If student records are listed under your maiden name please note this in the Comments section.

Student Mailing Address: _____ E-mail: _____
P.O. Box or Street Address _____ Cell Phone: _____
City, State, and Zip Code _____ Home Phone: _____
Country _____ Work Phone: _____

- Please send an unofficial transcript (issued to student) to the above mailing address
- Please send an official transcript to the following address:

Institution or Employer's Name

Division, Department, or Attention of:

Street or P.O. Box

City, State and Zip Code Country

- BSB transcript**
(adult continuing education)
- Degree-level transcript**
(undergraduate and graduate)
- Both BSB and Degree**

Comments:

Student Signature _____ **Date** _____