



# Request for Academic Records (Student Applicant)

**Note to Applicant:** It is the responsibility of individual applicants to have their official academic records forwarded to Global University. Please complete the top portion of this form and submit it to the registrar or other authorized official at each academic institution where you attended. Please note that some institutions may require a fee for providing this service.

<b>Family Name/Last Name</b>		<b>First Name</b>	
Maiden Name (if applicable)	Date of Birth (i.e. 05 / JAN / 1987)	E-mail	
Institution Name		Dates Attended From _____ To _____ (month/yr) (month/yr)	
Degree Name (if applicable)		Year of Award (if applicable)	Major (if applicable)
Student ID or Roll Number at sending institution (if applicable)			

I hereby authorize the release of my academic/transcript records to Global University.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to Authorized Official:** The above-named person seeks to have his/her credentials evaluated and requests that a transcript of his/her academic records/statements of marks (showing all subjects completed and all grades/marks awarded for all years of study) be released to Global University. Please complete and return this form along with the academic/transcript record in an envelope that is signed and sealed across the back flap. Send it directly to Global University at the address listed below.

Global University may also accept transcripts that are sent electronically if they are e-mailed directly to GU from an official institution e-mail address. GU reserves the right to determine if electronic transcripts are official.

Name of Official Completing Form (Please Print or Type)		Title	
Address			
City	State/Province	Country	Postal/Zip Code
Telephone		Fax	
E-mail		URL	

**Confirmation:** I confirm that the student named above attended \_\_\_\_\_  
Institution Name

Dates of attendance from \_\_\_\_\_ to \_\_\_\_\_  
month/yr month/yr

Degree obtained (if applicable) \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature and Seal Date

Yes, the applicant's academic/transcript record is attached to this form.

Mail: Global University  
Attn Registrar  
1211 South Glenstone Avenue  
Springfield, MO 65804-0315  
USA  
E-mail: [degreeaudit@globaluniversity.edu](mailto:degreeaudit@globaluniversity.edu)

(PLEASE RETURN THIS FORM TOGETHER WITH THE OFFICIAL ACADEMIC RECORDS/STATEMENT OF MARKS)