



REQUEST FOR GLOBAL UNIVERSITY TRANSCRIPT

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

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 transcripts@globaluniversity.edu. If your current e-mail address is on file you may submit a request from GU's website at <https://www.globaluniversity.edu/ccprocess/transcript/>. Global University is unable to send transcripts via e-mail so please include a mailing address on all requests. If a transcript needs to be sent to an Assemblies of God district office, please call 800.443.1083 option 4 or e-mail berean@globaluniversity.edu.

Student ID Number _____

Date of Birth _____
(DD-Month-YYYY Example: 05-JUL-1985)

Years of Attendance _____
(Example: 1999 – 2003)

Student Name _____
First _____ Middle _____ Last* _____

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

Student Mailing Address:

_____ Primary Phone _____

P.O. Box or Street Address

_____ Other Phone _____

City, State, and Zip Code

_____ E-mail _____

Country

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
(\$5.00 for each transcript)

Please make sure you have received your final grade report and/or confirmed your graduation documents have been issued before you request a transcript

Please charge my credit card an additional \$35 Expedite Shipping Fee (USA address only)

Transcript is printed within 2 business days and sent next day shipping but GU cannot guarantee the courier will deliver within 24 hrs.

Comments: _____

\$5 fee for EACH Transcript: (choose a payment method)

Check # _____ Credit card # _____ Expiration date _____

Visa Master Card Discover

Student Signature _____ **Date** _____