



Request for Official Transcript

How to Order Your GCU Official Transcript:

ONLINE (processing time is up to 1 business day):

- Please visit the Transcript Request app within your Student Portal.
Former students/alumni are still able to access their Student Portal. Please visit accounts.gcu.edu to reset your login information, if needed.

OVER THE PHONE (processing time is approximately 1 business day):

- Call your Student Service Counselor (SSC) directly.
If you do not have/know your SSC's contact information, please call 855-GCU-LOPE and ask to speak to the next available SSC.
Please be advised, over the phone is the only option for overnighting your request. Overnights cost \$35 + \$8 per official transcript and must be submitted by 2 pm in order to be processed the same day.

FAX/EMAIL (processing time is approximately 3 business days, but may increase during high volume times):

- Complete and sign this form.
Fax: 602.589.2079 OR 877.218.6668
E-mail: academicrecords@gu.edu

Please note: If you are waiting for your degree to be posted or for a certain class to show as completed with grade posted, you should NOT request your official transcript until you have verified this action is complete in your student portal.

- You can verify grade posting by going to the Schedule/Grades app in your Student Portal.

Official Transcripts will NOT be released with an outstanding financial obligation or financial hold on your record. Please contact your SSC with questions or concerns.

Form with fields for: No. of Copies, Total Fee, Student I.D. Number, Date of Birth, Phone Number, Student Name, Former Name(s), E-mail, Street Address, City, State, ZIP Code, Method of Payment, Mail Transcript(s) to: Copy 1, Copy 2, Copy 3, Copy 4.

STUDENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_