GRAND CANYON UNIVERSITY
Office of Academic Records
PO Box 11097
Phoenix, AZ 85061
602-589-2079 (FAX)
(877) 218-6668 (Toll Free FAX)
academicrecords@gcu.edu

Request for Official Transcript

REQUEST VIA STUDENT PORTAL: Ordering your transcripts through the **Student Portal** is the easiest and most secure method to have your request processed! It is also the fastest since requests through the portal are mailed within 1 business day and are not delayed by processing time. All students, including alumni and withdrawn students, will be able to access their portal. If you no longer have access to your portal, you can recover your login information by visiting **myaccount.gcu.edu**. Otherwise, please visit **gcuportal.gcu.edu > Transcript Request** to submit your order.

REQUEST OVER THE PHONE: You may also call **855-GCU-LOPE** to speak to an available SSC and have your request processed **over the phone**. Please be advised, calling 855-GCU-LOPE and speaking to an SSC is the ONLY way to have a transcript expedited and sent via FedEx. Overnights cost $35 + $8 per official transcript and must be submitted by 2 PM to be processed the same day.

If you would still like to proceed with completing this form, please email the completed form to academicrecords@gcu.edu and allow **5 business days** from receipt for processing.

ALL transcripts (no matter the ordering method) are physically mailed to the requested address(es). GCU does not participate in an e-script service so official transcripts **cannot** be emailed to students or 3rd parties unless there is a pre-existing agreement (i.e. specific state agencies). Please reach out to the SSC staff for additional assistance.

No. of Copies:	Total Fee ($8 each):	Student I.D. Number:	Date of Birth:	* Phone Number: *(please check here ☐ if this is an official change):* ( )

Student Name:	Former Name(s):	E-mail:

* Street Address *(please check here ☐ if this is an official address change):*	City	State	ZIP Code

Method of Payment:
☐ Credit Card *Name on card:* _____
Card # _____ Exp. Date: _____

Mail Transcript(s) to:

Copy 1	**Copy 2**
_____	_____
_____	_____
_____	_____
_____	_____

Copy 3	**Copy 4**
_____	_____
_____	_____
_____	_____
_____	_____

STUDENT SIGNATURE: _____ Date: _____