

Gannon University Transcript Request

Official Transcripts are mailed directly from the Registrar's Office to the requested third party (i.e. college, employer, agency, etc.). All transcripts given directly to the student will be marked "Issued directly to the student." Each transcript includes the complete academic record at Gannon University and the number of credits accepted from other colleges. There is no fee for orders that are placed using this form. **Allow 3-5 working days for processing or 5-7 in busy times. Online ordering and electronic transcripts are available for a nominal fee via the National Student Clearinghouse.** Visit www.gannon.edu/transcript. Outstanding financial obligations to the university will prevent the release of transcripts. Incomplete forms will delay processing.

Mail, fax, or email the completed form to: Gannon University
Office of the Registrar
109 University Square
Erie, PA 16541-0001
E-mail: registrar@gannon.edu
Fax: 814-871-5870

Your Signature _____ **Date** _____
This handwritten signature authorizes the release of my transcript to be forwarded as requested.

Your Name _____
Last, First and Middle

Former Name (if name has ever been changed) _____

Date of Birth _____

Your Address _____

City, State and Zip Code _____

Student ID Number or Social Security Number _____

Email address _____

Home Phone Number _____ Cell Phone Number _____

Pick up—Registrar's Office will email when the transcript(s) are ready to be picked up.

Mail to : _____

City, State and Zip Code _____
An incomplete address will delay the processing of your transcript request. Include name of school, person, etc.

Number of copies _____

Please indicate the transcript you need:

Undergraduate Graduate Villa Maria College (prior to 1990) ESL

Issue transcript:

Now After current semester grades are posted ___ Fall ___ Spring ___ Summer

After grade correction—Course number _____ After graduation date is posted ___ Fall ___ Spring ___ Summer

Reason for Request: _____

If transferring to another college/university, reason for transfer: _____