Goldey-Beacom College

4701 Limestone Road · Wilmington, Delaware 19808 · (302) 998-8814 · registrar@gbc.edu

ACADEMIC TRANSCRIPT REQUEST

Please allow two business days to process transcript requests. During rare periods of high student need or during holidays or school closings, a slight delay may occur in which case you will be notified. Please write legibly.

_____

Last Name First Name Middle/ Maiden Name

_____

Current Street Address City State Zip

Phone Number: ( ) _____

GBC ID Number _____ Date of Birth _____ SSN **XXX-XX-** _____

_____ _____

Student Signature **Date**

Number of Copies Requested: _____

Special Instructions:

- ❑ Send immediately
- ❑ Hold for final grades
- ❑ Pick-up date _____

Mail To:

Name _____

_____

Street Address

_____

City State Zip

Check One:

- ❑ Official Copy
  Bears the school seal and signature of the Registrar. Issued in sealed envelope not to be opened by student.
- ❑ Student Copy
  Bears "Issued to Student" stamp

Degree Earned:

- ❑ Certificate
- ❑ Associates
- ❑ Bachelors
- ❑ Masters

Student Division:

- ❑ Undergraduate
- ❑ Graduate

Student Status:

- ❑ Currently enrolled
- ❑ Graduate – year of graduation _____
- ❑ Inactive – dates attended_____

Office Use Only

Balance Cleared _____

Date Verified _____ Initials _____

Date Mailed _____ Initials _____

4/3/2009