

University of Guam
OFFICE OF ADMISSIONS AND RECORDS
 303 University Drive, Mangilao, Guam 96923
 Tel: (671) 735-2204/2206 Fax: (671) 735-2203
 E-mail: transcripts@triton.uog.edu Website: www.uog.edu

REQUEST FOR ACADEMIC TRANSCRIPT

Transcripts will only be released to students who have met all admissions requirements and have cleared all outstanding financial obligations with the University of Guam.

TRANSCRIPT CHECKLIST:

- TRANSCRIPT REQUEST FORM.** Complete and sign the transcript request form. In compliance with the Family Educational Rights and Privacy Act ("FERPA"), a signed request is required to release transcripts. *Transcripts cannot be requested by or released to a third party without a signed authorization from the student.*
- TRANSCRIPT FEE AND PAYMENT.**
 Fees: Transcripts are \$15 each. Rush service fee (transcripts are processed within 1-hour; same day service) is \$20 in addition to the cost of the transcript. Express mail fee is \$25.50 in addition to the cost of the transcript. Express mail rates vary according to destination; subject to change to reflect current U.S. postal rates.
 Payments: All payments are made at the Business Office. To make a payment using your credit card, call the Cashier at (671) 735-2923/2940/2946. Indicate the receipt number and amount paid on the transcript request form. Money orders are acceptable. Off-island checks are not accepted. Please do not send cash.
- PHOTO IDENTIFICATION.** A photo ID copy is required for all transcript requests submitted via fax, email or mail.
- SUBMIT REQUEST.** Submit all documents in person or via fax, email, or mail (see information above).

Transcripts are processed within four (4) working days; or three (3) weeks during the beginning and end of a term. Rush service is not available one week prior to or following Commencement.

Student ID Number/SSN	Date of Birth	Email Address (REQUIRED)	Daytime Phone Number
Student's Full Name		Former or Maiden Name	
Current Mailing Address		Semester(s)/Year(s) Attended	
UOG Degree/Date Conferred		UOG Major	

TRANSCRIPT TYPE: *Please indicate the number of transcript type required.*

<input type="radio"/> Undergraduate	<input type="radio"/> Professional Development (800 Level)*
<input type="radio"/> Graduate	<input type="radio"/> Continuing Education Unit (CEU)*

SERVICE:

Student Copy Official Copy

1st Copy (Free) Yes ___ No ___

Total transcripts = _____ x \$15.00 per copy
copies

*Please list Continuing Education Units/Professional Development (800 Level) courses below:

Course Title	Date	Location

Rush (Additional Fee - \$20) Yes ___ No ___
 -Upon Approval; Ready in 1-hour: Same day service

Fax (Additional Fee - \$1) Yes ___ No ___

Express Mail (Additional Fees Apply) Yes ___ No ___
 -U.S. Postal Rates vary according to destination

HOLD UNTIL AFTER:

Current Semester Degree Conferred

Grade Change - Course _____

WILL PICK UP OR RELEASE TO: _____

EMAIL ADDRESS & ATTN TO: _____

FAX NO. & ATTN TO: _____

TRANSCRIPT TO BE SENT TO (If more than one address, please use back of form):

Date

Student's Signature

FOR OFFICE USE ONLY

AMT/RECEIPT#: _____ / _____ / By _____

HOLD FOR: ___ Admissions Application ___ Business Office Clearance ___ Library Clearance ___ Dorm Clearance ___ ROTC Clearance