



Registrar's Office  
800 Georgia Southwestern State University Drive  
Americus, GA 31709-4379  
Phone: 229-928-1331 / Fax: 229-931-2021

# TRANSCRIPT REQUEST FORM

SSN/gswID#: \_\_\_\_\_

Presently Enrolled?      YES      NO

\_\_\_\_\_  
Last Name                      First Name                      Middle Name

First Enrollment Term \_\_\_\_\_

Last Enrollment Term \_\_\_\_\_

\_\_\_\_\_  
Address

Are any of your records under a different name?

\_\_\_\_\_  
City, State, Zip

Yes      No

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email Address

If yes, what name:  
\_\_\_\_\_

I am requesting a(n)      Unofficial Copy

Hold for End of Term Grades?      YES      NO

Official Copy

Number of copies requested

Undergraduate

Graduate

Pickup

Mail to Address Below

**PLEASE ALLOW 24-48 HOURS PROCESSING TIME FOR ALL OFFICIAL COPIES OF TRANSCRIPTS. THIS INCLUDES PICK-UP ORDERS.**

Send transcript(s) to:                      (Please print clearly. Enter complete name and address.)

There is a \$5.00 charge for each official transcript. Unofficial copies of transcripts are free.      Amount Enclosed: \_\_\_\_\_

Student's Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Mail completed form and fee to:

**Georgia Southwestern State University  
Registrar's Office  
800 Georgia Southwestern State University Dr.  
Americus, GA 31709**

You may fax the completed form to 229-931-2021 and call 229-931-2049 to pay fee by credit card. It is not necessary to send a cover sheet with your faxed request.

## FOR REGISTRAR'S OFFICE USE ONLY

Date Request Received: \_\_\_\_\_

Date Transcript Sent: \_\_\_\_\_

Sent by: \_\_\_\_\_