



Telephone: (202) 314-3412 · Fax: (202) 479-2501
Graduate School USA · Office of the Registrar
600 Maryland Avenue SW
Washington, DC 20024

GRADUATE SCHOOL USA TRANSCRIPT REQUEST FORM

Student Information *(Please print in ink legibly and complete both pages.)*

Name _____
Last First Middle

ID# or SSN# _____ Date of Birth _____

Other names/Maiden Name _____ Daytime Phone # _____

Email _____

Primary address _____

In accordance with the Family Educational Rights and Privacy Act of 1974, your signature is required to authorize the release of your transcript. Because of confidentiality concerns, telephone requests cannot be honored.

Date _____ Signature _____

Hold transcript for most recent grades? · Yes · No

Approximate Dates of Attendance: First Year Enrolled: _____ Last Year Enrolled: _____

Have you completed a Graduate School USA Certificate of Accomplishment? · Yes · No

If yes, date: _____ Certificate Program Name: _____

OF COPIES ____ Official Unofficial Self Regular Mail Fax # _____ RUSH

MAIL TO: _____

GRADUATE SCHOOL USA TRANSCRIPT REQUEST FORM for _____
Student's Name

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MAIL TO: _____

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- FEES:** · \$ 5.00 each transcript (USPS Standard Mailing included)
· \$ 15.00 each RUSH transcript (processed within two business days)
· Free for each US fax or email (circle your choice) (unofficial copy only)
· \$ 10.00 for each FedEx

Total Number of transcripts requested _____.

Amount Due: _____ **Payment:** · Visa · MasterCard · American Express

Card # _____ Exp. Date _____ Check/Money Order #: _____

Official transcripts may be ordered by mail or in-person at the Office of the Registrar during regular business hours. Checks/money orders should be made payable to Graduate School USA and must be included with a mailed transcript request. Fax requests are honored with a credit card authorization. The Graduate School USA will not fax official transcripts.

Disclaimer:

- If you have a financial hold prohibiting the release of your transcript, you must remove the hold before your transcript will be issued.
- Please allow 3-5 business days for processing. Allow 1 week to receive your transcripts by standard mail.
- A letter releasing your transcripts to a friend or relative must accompany this form if they are picking it up or mailing your transcript for you. The letter must be signed and dated by you and include the name of the person picking up the transcript.