

# TRANSCRIPT REQUEST

[for current GCS students]

*Per the Student Handbook, up to 3 copies of your Transcript can be provided at no charge, while you are a student at GCS. The fee for the each additional Transcript is \$2.00 and must be included with each Transcript Request over the third.*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

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This is my 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> [or more] request for a transcript.  
*(circle one)*

Please send a copy of my transcript to:

Office of Admissions

Financial Aid Office

Other:

\_\_\_\_\_

\_\_\_\_\_  
*(Name of College or Scholarship)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
*(City, State Zip)*

\_\_\_\_\_  
*(Student Signature)*

**Additional Comments:**

*[Include email address for educational institution if the transcript is also to be sent via email; physical mailing address is still required.]*