

INSTRUCTIONS:

1. Fill out request form for **each** university or college enrolled.
2. Mail request to university or college previously attended or presently attending.

REQUEST FOR COLLEGE TRANSCRIPT

TO: Registrar's Office

Institution

Mailing Address

City

State

Zip Code

Please send one (1) copy of my official transcript of academic record at your institution to:

**Grambling State University
Office of Admissions & Recruitment
403 Main Street – P.O. Box 4200
Grambling, LA 71245**

I attended your institution from _____ to _____

Sincerely,

Signature

PLEASE PRINT

Name	<u>TO STUDENT REQUESTING TRANSCRIPT:</u>
Student's Social Security Number	Most institutions require the payment of a fee before issuing the transcript. You may conserve time by including your payment with this request. You should indicate your name, as it was when you attended the institution, for reference purposes. A large number of institutions accept only transcripts mailed directly to them from the Registrar's Office.
Date of Birth	NOTE: Transcript must indicate that it is issued to <i>Grambling State University Admissions Office.</i>
Current Mailing Address	
City	
State	
Zip Code	

Note: Please check below to expedite receipt of your transcript. If your previous school is a sending member of **eScrip-Safe**, your transcript may be sent electronically.

Grambling State University is an **eScrip-Safe** receiver institution. Please send my transcript using **eScrip-Safe**.