

# Office of Student Records

## Transcript Request Form

[studentrecords@gratz.edu](mailto:studentrecords@gratz.edu)

<http://www.gratz.edu/>

215.635.7300 x157



## Gratz College Transcripts

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The Office of Student Records maintains the transcripts of students previously or currently enrolled in Gratz College. A transcript is the continuous, formal, and official record of your work at a university. If you have transfer credits from another College or University, you are required to request that the Office of the Student Records include all courses you have previously completed. The transcript lists all courses you take, grades, major and minor, and degree awarded. An unofficial and incomplete version of the formal transcript, sometimes used by advisors, is called a worksheet.

## Ordering a Transcript

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**For your protection, we will not release an official transcript without your signature.** Transcripts may be ordered by mail, by fax, or in person. Transcripts will be sent within 10 business days after all grades are submitted. Please note the College **DOES NOT** accept e-mail or phone requests for transcripts.

### Situations that will prevent us from issuing a transcript

- Financial holds or outstanding obligations to the Office of Business.
- No signature on your request.
- Insufficient, inaccurate, or illegible identification information.
- Insufficient payment, an expired or declined major credit card account, omission of credit card security code, improperly completed check, payment using non-U.S. currency.
- No request will be honored written on a piece of paper that is not a Gratz College transcript request form.

### Hold Transcript for Grades or Degrees

Transcripts may be held for the current semester's grades or the next degree date. *However, if you are expecting a grade change, do not order your transcript until you are sure the grade has been changed.* The Registrar will not hold transcripts for maintenance or grade changes.

**When ordering by mail, fax, or in person, you must complete an official transcript request form which should include the following information in your request: No request will be honored submitted on a piece of paper that is not a transcript request form.**

- Full Name
- Any Previous name (as it appears on your student record)
- Complete Social Security Number
- Home Address
- Phone Number (where you can be contacted if we encounter any problems processing your order)
- Email Address (if available)
- Class enrollment (Cont. Ed, MA ED, RTC, BRA, MA JED, MA JCS, Other) including dates attended and Degree(s) received.
- Indication if transcript is to be sent now or when class grades are received (if applicable, list class and semester)
- Type and number of transcripts requested (unofficial or official)
- Address(es) where transcripts should be sent
- Credit Card number, security code, name, and expiration date, if applicable.
- Signature to release transcript

**Please Note: UNOFFICIAL or STUDENT COPY** transcripts are for your personal use. **OFFICIAL** transcripts are for the use of an unrelated third party and bear the Registrar's signature and the College seal. If an **OFFICIAL** transcript is mailed to your personal address, it will be stamped with "**OFFICIAL TRANSCRIPT**" on the front of

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the envelope and across the envelope seal. **PLEASE DO NOT OPEN THE ENVELOPE STAMPED "OFFICIAL TRANSCRIPT"**. Enclose the envelope in another envelope and forward to the individual and/or institution requesting the transcript.

## Billing, Charges, and Payment

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The cost of a transcript is \$9.00 for one (1) official and one (1) copy. **Each additional official copy** costs \$5.00. Additional charges may apply for faster processing. If you are ordering a transcript and would like it to be express mailed for the same day processing the cost is \$14.00 for a transcript and \$19.95 for US Express Mail. Payment may be by check (payable through a US bank), money order payable to Gratz College or a Credit Card. Please provide card name, number, credit card security code, and expiration date with signed request.

**You must provide all necessary payment information for your request to be processed otherwise your request will be discarded.**

**PLEASE NOTE THAT THERE IS NO FEE FOR UNOFFICIAL TRANSCRIPTS.**

## 3 Ways to Order a Transcript

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### Ordering by Mail:

Mail your request and payment to the Office of Student Records, Gratz College, 7605 Old York Road, Melrose Park, PA 19027.

### Ordering by Fax:

Fax your request to 215.635.7399. Payment may be made by credit card. Please provide card name, number, credit card security code, and expiration date.

### Ordering in Person:

Transcripts can be requested from the Office of Student Records, Gratz College, 7605 Old York Road, Melrose Park, PA 19027, 9:00 a.m. to 5:00 p.m. Monday through Thursday; and 9:00 a.m. to 2:30 p.m. on Friday.

Payment may be made by check, money order, or credit card.

**Parents, relatives, or friends may not request a transcript for you. To protect student privacy, requests delivered by anyone other than the student will not be accepted.**



Official Use Only

GC ID#: \_\_\_\_\_

### REQUEST FOR TRANSCRIPT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Previous/Enrolled Name (if different) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Check to update address:

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ E-mail address \_\_\_\_\_ Soc. Sec. Number \_\_\_\_\_

#### PROGRAM(S) ATTENDED AT GRATZ COLLEGE

(Example: Cont. Ed, RTC, BRA, Other, MA Ed, JCHS, etc.)

ARE YOU CURRENTLY ENROLLED? [Y/N] \_\_\_\_\_

IF YOU ARE NO LONGER ENROLLED, PLEASE INCLUDE: Year of graduation/Separation \_\_\_\_\_ Degree Received (if any) \_\_\_\_\_

#### CURRENTLY ENROLLED STUDENTS:

If you are requesting Official transcripts, please specify one or more of the following conditions to insure that your transcript is complete prior to being sent out. Please be advised that these conditions may cause delays in processing and mailing.

- Send now (although some grades may be missing)
- Send after \_\_\_\_\_ semester's grades are posted  
Course ID \_\_\_\_\_ Section \_\_\_\_\_ Completion date \_\_\_\_\_
- Send after graduation has been confirmed (6-8 weeks after commencement)  
Month: \_\_\_\_\_ / Year: \_\_\_\_\_

#### Fees

Transcripts Processing (1<sup>st</sup> transcript).....9.00  
 Additional transcript (each).....5.00  
 Express Processing/Walk-ins.....14.00

Number of Transcripts requested

Official: \_\_\_\_\_

Unofficial: \_\_\_\_\_ *\*Unofficial Transcripts free*

Total: \_\_\_\_\_

#### Shipping Options (in addition to above fees)

Official – Standard: Up to ten business days.....Free  
 Official – Express Shipping: Requested by noon.....19.99  
 Unofficial Standard: Up to ten business days.....Free

**Mail transcripts to: List additional addresses on reverse, or attach separate page with instructions**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- By signing this form you are authorizing Gratz College to release your transcript as indicated above.
- Transcript request will not be honored if there is a "HOLD" on the account from the Business Office or Library.
- The college does not fax transcripts and will not be responsible for transcripts after they are mailed.

For Official Use Only:  
 Amt. Pd. \_\_\_\_\_ Request Rec'd \_\_\_\_\_ Sent \_\_\_\_\_ By \_\_\_\_\_  
 Batch Number \_\_\_\_\_ Check # \_\_\_\_\_ Check Date \_\_\_\_\_ Hold Y/N \_\_\_\_\_

Student's signature/Date (required): \_\_\_\_\_ Date: \_\_\_\_\_

#### We Accept Visa/MasterCard/Discover/Check/Money Order:

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code \_\_\_\_\_

Office of Student Records, Gratz College 7605 Old York Road, Melrose Park, PA 19027

Telephone: (215) 635-7306 Fax: (215) 635-7399 Toll free: (800) 475-4635

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