

Gannon University Transcript Request

Official Transcripts are mailed directly from the Registrar's Office to the requested third party (i.e. college, employer, agency, etc.). All transcripts given directly to the student will be marked "issued directly to the student." Partial transcripts are not issued. Each transcript includes the complete academic record at Gannon University and the number of credits accepted from other colleges. There is no fee for transcripts. Outstanding financial obligations to the university will prevent the release of transcripts. Allow 3 to 5 working days for processing.

Complete all information and mail or fax it to: Gannon University
Office of the Registrar
109 University Square
Erie, PA 16541-0001
FAX 814-871-5870

Your Signature _____ Date _____
This signature authorizes the release of my transcript to be forwarded as requested.

Your Name _____
Include Last, First and Middle

Former Name _____ Date of Birth _____

Your Address _____

City, State and Zip Code _____

Student ID Number (if known) _____ Email address _____

Home Phone Number _____ Cell Phone Number _____

Pick up

Mail to: _____

City, State and Zip Code _____

Number of copies _____

Please indicate the transcript you need:

Undergraduate Graduate Villa Maria College (prior to 1990) ESL

Official Sealed & Stamped Envelope Student Copy

Are you a current Gannon University student? Yes No If not, last date of attendance _____

Did you graduate from Gannon University? Yes No

Issue transcript:

Now After current semester grades are posted

After correction After graduation date is posted

Reason for Request: _____

If transferring to another college/university, reason for transfer: _____