

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 _____ Daytime Phone Number _____ Email address _____

Pick up

Mail to: _____

Number of copies to be sent _____

Official Sealed Envelope Student Copy

Please check all that apply to you as a student at Gannon:

Associate Bachelor Masters PhD High School Student Villa Maria College

Are you a current student? Yes No

If not, last date of attendance _____ Did you graduate? 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: _____
