

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."

Allow 2-4 working days for processing or 3-5 in busy times.

Outstanding financial obligations to the university will prevent the release of transcripts.

Electronic transcripts are available for a nominal fee via the National Student Clearinghouse.

Mail, fax, or email the completed form to:

Gannon University
Office of the Registrar
109 University Square
Erie, PA 16541-0001
E-mail: registrar@gannon.edu
Fax: 814-871-5870

Your Signature _____ **Date** _____

This handwritten signature authorizes the release of my transcript to be forwarded as requested.

Your Name _____ Maiden/Former Name _____
Last, First and Middle

Date of Birth _____

Your Address: _____

Student ID Number or Social Security Number _____

Email address _____ Phone Number _____

Pick up—Registrar's Office will email when the transcript(s) are ready to be picked up.

Mail to: * *Please note that email addresses will not be accepted. Please include Company/School name/Department/Addressee in address.*

Number of copies _____

Please indicate the type/level of transcript you need (you may choose more than one):

Undergraduate Graduate Villa Maria College (prior to 1990) ESL

Issue transcript (you may choose more than one):

Now After current semester grades are posted After dean's list is posted
 After grade correction—Course number _____ After graduation date and degree are posted

Reason for Request: _____

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