

# 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—Registrar's Office will email when the transcript(s) are ready.

Mail to: \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_  
*An incomplete address will delay the processing of your transcript request.*

**Number of copies:** \_\_\_\_\_

**Please indicate the transcript you need:**

Undergraduate     Graduate     Villa Maria College (prior to 1990)     ESL

**Issue transcript:**

Now     After current semester grades are posted    \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer

After grade correction—Course number \_\_\_\_\_     After graduation date is posted    \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer

Reason for Request: \_\_\_\_\_

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