

Please provide all requested information including signature. Missing information can delay processing. Transcripts are mailed to the specified destination within three business days. For more details, call the transcript hotline at (616) 234-3599. **Only ONE transcript destination per form. If you elect to have transcripts sent to your address, the envelope must NOT be opened to remain "official."**

**PROVIDE ONE OF THE FOLLOWING:**

W \_\_\_\_\_ OR \_\_\_\_\_  
Student ID Last 4-digits of Social Security #

\_\_\_\_\_  
Last Name First Name Maiden Name (if applicable)  
\_\_\_\_\_  
Email Birthdate (mm/dd/yyyy) 10-digit Phone Number

- Check here if you are requesting a **Workforce Training Non Academic Credit Transcript**.
- Check here if you attended prior to 1969 [Additional processing time is required.]
- Check here if this is a "Student Pick-Up" sealed transcript. (Please note: not all schools accept sealed student issued transcripts).

Number of copies: \_\_\_\_\_ (Limit 10)

**Send to:**

\_\_\_\_\_  
Name Department  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip

Signature

Date

**Complete this form and either:**

- 1) Fax to: (616) 234-4204
- 2) Scan & Email to: [registrars@grcc.edu](mailto:registrars@grcc.edu)
- 3) Send or deliver to:  
Student Records Office  
Grand Rapids Community College  
143 Bostwick Ave. NE  
Grand Rapids, MI 49503