



**Registrar's Office**  
 800 Georgia Southwestern State University Drive  
 Americus, GA 31709-4379  
 Phone: 229-928-1331

# TRANSCRIPT REQUEST FORM

_____	_____	_____	_____
Last Name	First Name	Middle Name	SSN/GSW ID#
_____			_____
Current Mailing Address			Phone Number
_____			_____
City, State, Zip			Email Address
_____			_____
Maiden/Former Name(s)			Most Recent Year Enrolled

**Deliver To: (Complete One)**

Electronic Network Recipient\* \_\_\_\_\_  
 Department/Office Name: \_\_\_\_\_

Electronically Outside the Network\*: Name of Recipient: \_\_\_\_\_  
 Recipient's Email: \_\_\_\_\_ Confirm Recipient's Email: \_\_\_\_\_

Transcript Delivery by Mail: Name of Recipient: \_\_\_\_\_  
 Department/Office Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

I will pick up my transcript

Please fax to: (faxed copies are not considered official transcripts)  
 Department/Office Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

*\*Electronic delivery is not available for students whose academic record is prior to August 1997. List of Network Recipients are available at <http://www.scrip-safe.com/products/electronic-transcripts/network-members.aspx>.*

I am requesting an:  Official Copy  Unofficial Copy (**excludes electronic delivery**)

Transcript Should be Sent:  Now  End of Current Term Number of copies requested \_\_\_\_\_

**There is a \$5.00 charge for each official transcript.** Amount Enclosed: \_\_\_\_\_

Student's Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

**Any holds on your record (fines, Public Safety tickets, financial balances) will delay processing of this transcript. It is the student's responsibility to contact the Registrar's Office when the holds are removed. Transcripts should be requested two weeks prior to date needed. Allow 48 hours processing time for all official copies of transcripts. This includes pick up orders.**

**This form may be mailed to:**  
 Georgia Southwestern State University, Office of the Registrar  
 800 GSW State University Drive Americus, GA 31709

**Or delivered to:**  
 Sanford Hall, Room 210

**(Please do not fax this form to the Registrar's Office)**

Transcript will not be processed until payment is received. GSW will only accept cash, check or money order.  
 You may use a credit card when ordering your transcript online by logging into your [RAIN](https://wantmytranscript.com/gsw) account or by visiting <https://wantmytranscript.com/gsw>.

**FOR REGISTRAR'S OFFICE USE ONLY**

Date Request Received: \_\_\_\_\_ Date Transcript Sent: \_\_\_\_\_ Sent by: \_\_\_\_\_