



Mail: 4015 Ave Q, Galveston, TX 77550 • Fax: 409-944-1501 • Email: [adm@gc.edu](mailto:adm@gc.edu)

- There is no charge for transcripts; however, *there is a 5 copy limit per request.*
  - Processing may take up to 3-4 business days (during non-peak periods).
- Official transcripts will not be released if the student has an active hold on his/her record.
  - Galveston College does not email transcripts

Name (please print)		Student ID Number or Social Security Number		
Other Names Used		Email Address		
Current Mailing Address (required)		City	State	Zip
Phone Number (required)		Date of Birth	Attended Prior to 1981 <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please prepare and send copies of my transcript as indicated below:

Type of Transcript Requested	Number of Copies Requested	Hold or Mail Transcript?	Special Instructions
<input type="checkbox"/> Official Transcript <input type="checkbox"/> Unofficial Transcript <input type="checkbox"/> Continuing Education Transcript		<input type="checkbox"/> Transcript will be picked up (Photo ID required) <input type="checkbox"/> Mail Transcript	<input type="checkbox"/> Hold for grades <input type="checkbox"/> Hold for graduation

Name and address to which transcript is to be sent:

1) _____ _____ _____	2) _____ _____ _____
3) _____ _____ _____	4) _____ _____ _____

I give permission to \_\_\_\_\_ to pick up my transcript. By giving my written permission, I release Galveston College from all liability under the Family Rights and Privacy Act (as amended) of 1974.

Signature (required)	Date
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Office Use Only				
Holds: _____	TSI: _____	Copies Sent: _____	Date Sent: _____	By: _____