

Please type in the fillable spaces below and print document to provide 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)

GRCC Email @email.grcc.edu Birthdate (mm/dd/yyyy) 10-digit Phone Number

Check here if you attended prior to 1969 [Additional processing time is required.]

Check the appropriate box:

Hold my transcript for degree posting Hold my transcript for current semester grades No Hold

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
- 3) Send or deliver to:
Student Records Office
Grand Rapids Community College
143 Bostwick Ave. NE
Grand Rapids, MI 49503