

# George Mason University

Phone: (703) 993-2429

Fax: (703) 993-2465

Office of the Registrar  
MS 3D1 Attn: Transcripts  
4400 University Drive  
Fairfax, VA 22030-4444

## OFFICIAL TRANSCRIPT REQUEST FORM

(Please print clearly or Fill Out Online & Print)

### NO FEE FOR TRANSCRIPTS

**Financial obligations (holds) to the University must be cleared before requests can be honored.  
Only GMU transcripts may be requested or released. Outgoing transcripts may not be faxed.**

Name \_\_\_\_\_  
First Middle Last

Current Address \_\_\_\_\_  
Street City State Zip

Former/Maiden name if used at GMU \_\_\_\_\_

Student ID# (usually your Social Security number) \_\_\_\_\_

Day Phone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

Last Attended GMU \_\_\_\_\_ Degree Received (degree/date): \_\_\_\_\_

**STUDENT'S SIGNATURE** \_\_\_\_\_ Date: \_\_\_\_\_

All requests require an original signature of the student. **REQUESTS WITHOUT A SIGNATURE WILL NOT BE PROCESSED.**

Request #1	Request #2
Number of copies _____ Send to:	Number of copies _____ Send to:
<b>Special Instructions:</b> Hold for this semester's grades? Hold until degree posted? Send in separate sealed envelope for me to give to a 3 <sup>rd</sup> party. Other _____	Students who have requested their records be coded "Private" must mail in a notarized transcript request (original copy), or make their request in person with a photo ID. A faxed request is not acceptable. Same day service is available on a walk-in basis with photo ID (limit two per visit). <b>Transcripts are not sent to Mason Admissions Offices. This policy EXCLUDES the George Mason University Law School.</b>