



Office of the Registrar
 MS 3D1 Attn: Transcripts
 4400 University Drive
 Fairfax, Virginia 22030
 Phone: 703-993-2429; Fax: 703-993-2465

OFFICIAL TRANSCRIPT REQUEST FORM

NO FEE FOR TRANSCRIPTS

All requests must have a legible copy of your photo identification.
 Mason ID or valid government issued ID such as a driver's license or passport.

Financial obligations (holds) to the University must be cleared before requests can be honored.
 Only GMU transcripts may be requested or released. Outgoing transcripts will not be faxed.
 (Please print clearly or Fill Out Online & Print)

Name _____
 First Middle Last Maiden or Former

Current Address _____
 Street City State Zip

Student ID# (or your Social Security number) _____

Day Phone Number (_____) _____ E-mail address _____

Last Attended GMU _____ Degree Received (degree/date): _____

STUDENT'S SIGNATURE _____ Date: _____

REQUESTS WITHOUT A SIGNATURE AND ID WILL NOT BE PROCESSED AND WILL BE DESTROYED.

Request #1	Request #2
Number of copies _____ Send to:	Number of copies _____ Send to:
<i>Special Instructions:</i> Hold for this semester's grades? * Hold until degree posted? Send in separate sealed envelope for me to give to a 3 rd 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). Transcripts are not sent to Mason Admissions Offices. This policy EXCLUDES the George Mason University School of Law.

1. DID YOU SIGN YOUR REQUEST?

2. DID YOU INCLUDE A COPY OF YOUR PHOTO ID?