How to Obtain a Transcript by mail

All of the following information must be provided on the transcript request form below for processing:

1. Student’s name-printed (and name under which you were enrolled, if different from current name)
2. Student’s SIGNATURE
3. Last 4 digits of the student’s Social Security Number
4. Previous and Current Address
5. Dates of attendance and/or graduation
6. Number of copies needed
7. Complete name and address of recipient
8. Daytime phone number
9. Payment
   a. Check or Money Order—made out to Gwynedd Mercy University ($5 per transcript)

**Overnight Delivery** charge is $30 plus $5 for each transcript. Overnight deliveries are only sent within the United States via UPS or FedEx. Deliveries cannot be sent to a P.O. Box.

**TRANSCRIPTS ARE NOT FAXED OR EMAILED.**

Requests can be mailed to:

Gwynedd Mercy University
1325 Sumneytown Pike
P.O. Box 901
Gwynedd Valley, PA 19437
Attention: Registrar’s Office
TRANSCRIPT REQUEST FORM

__________________________________________________
Student’s Name (Please print legibly)

__________________________________________________
Signature

Attended under another last name

__________________________________________________
The name and address of the office, firm, agency, institution or person to whom you wish your record sent. (Please print legibly)

Name ____________________________________________

Address __________________________________________

City ____________________________ Zip _________________

INSTRUCTIONS: Submit payment of the Transcript Fee ($5.00 per copy) and this Request Form to the Office of the Registrar

__________________________________________________
# Copies (All transcripts are processed as Official copies*)

CHECK APPROPRIATE BOX BELOW:
□ Send Now  □ Send at End of Current Term
□ Pick Up    □ Hold for Degree (Degree posted on graduation date)

Student’s Cell Phone # ____________________________
Student’s Home Phone # ____________________________

Last four digits of your Soc. Sec. # XXX-XX-__________

__________________________________________________
Student’s Address/PO Box #

__________________________________________________
City/State/Zip

*Do not enclose self-addressed stamped envelopes. All transcripts are sealed and sent individually in Gwynedd Mercy University envelopes with the Registrar’s stamp across the back. They are all official. Once they are opened, they become unofficial.

NOTE: this form will be used to update your address in the system. Alumni address changes will be forwarded to the Alumni Office.

Currently Registered? □ Yes □ No
If no, last year in attendance _______

Did you graduate from Gwynedd Mercy University? □ Yes □ No
If so, what year? ________________