



Unofficial Transcript Request Form

Please note, official transcripts may be ordered online through the National Student Clearinghouse. This request form is to be used for Unofficial Transcript Requests only.

Print, sign and send this request to: Grace Christian University Records/Registration Office
1011 Aldon St SW
Wyoming, MI 49509
or Fax: 616.538.0599
or Scan to: transcriptrequests@gracechristian.edu

Name _____

Today's Date _____ Maiden/Former Name _____

Date of Birth _____ Last 4 digits of SS # _____

Current Address _____

City _____ State _____ Zip _____

Telephone Number (daytime) (____) _____

Legal Signature _____

Number of Copies _____

When do you want your unofficial transcript to be printed?

- As soon as possible
- After current semester grades are posted
- After degree has been posted

How would you like your unofficial transcript to be delivered?

- Picked up at the Academic Office on campus
- Mailed to the address below
- Emailed to the address below

Where do you want your unofficial transcript sent?

Institution/Organization/Person _____

Attention _____

Address _____

City _____ State _____ Zip _____

Email Address (if to be emailed) _____

You are responsible to provide the correct mailing address. Unofficial transcripts will be sent within 1 or 2 business days. Transcripts reflect a student's entire academic record and include all courses taken and degrees earned.