Granite State College Transcript Request Form

This form is only to be used by students who are unable to submit a transcript request through WebROCK because they do not have a means of electronic payment (credit or debit card). Students using this form may only request <u>one</u> copy of their academic transcript be sent to one address. Students must submit payment (check or money order) with this form. Cash will not be accepted unless presented in person at the Concord location.

Full Name _____
First Full Middle Last

Name when enrolled (if different) _____

Social Security Number _____-_____-_____

Date of Birth _____

Address _____

_____

Home Phone Number (_____) _____ - _____

Signature_____

Mail Transcript to:

(*this form may only be used to request <u>ONE</u> copy of your official academic transcript - you may provide one mailing address <u>or</u> one email address. Please verify with your recipient that an electronic transcript will be accepted before submitting your request.*)

_____

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_____

The cost associated with this transcript is $5. All checks and money orders should be made payable to 'Granite State College'. Please indicate which form of payment is enclosed:

☐ Check ☐ Money order

USNH Policy governing issuance of transcripts:

1. An Official transcript will be issued only on written request or authorization via the college's secure web site.
2. Transcripts are not issued until all accounts with the college are paid.
3. Granite State College will not be responsible for loss of transcripts due to insufficient address.

Mail request to: Transcript Coordinator
Granite State College
25 Hall Street
Concord, NH 03301

Call for information: (603) 513-1391

Please note: This request form cannot be faxed because payment must be included

If you wish to pay using a credit or debit card, please go to http://my.granite.edu/transcript-request-information to order transcripts using our online transcript request service.

Please check if enrolled through the Office of Education Training Programs ☐

Please check if you were enrolled before 1988 ☐

For Office Use Only

*Payment rec'd*_____

*Date rec'd*_____ *Mailed*_____ *Sent by*_____

4/22/15