



GATEWAY SEMINARY

Biblical • Missional • Global

Office of the Registrar
3210 E. Guasti Road • Ontario, CA 91761
909.687.1468 (phone) • 909.687.1593 (fax)
registrar@gs.edu

Request Form – First Free Copy of Transcript

This form is used to request your first copy of your GS transcript. After you have ordered your first free copy you will need to place any additional orders online at <https://www.parchment.com/u/registration/9665857/account>. Only one copy of your transcript can be ordered using this form.

Full Legal Name: _____
Last First Middle

Name at time of enrollment (if different than above): _____ Student ID # or SSN or Date of Birth: _____

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

This is new contact information. Please update my record.

Did you graduate from GS?

Yes: Date of graduation and degree: _____

No: Dates of attendance: _____ Anticipated Graduation Term/Year: ____/____

- Processing Options
 - Normal Processing (5 business days)
 - Hold for grades
 - Hold for degree conferred
- Type of Service
 - 1 Copy of Official Transcript – First Free Copy
- Delivery Options
 - Standard mail
 - Express mail (US only - \$20.00 extra charge)
 - HOLD for pick-up

PAYMENT INFORMATION (FOR EXPRESS DELIVERY ONLY)

Cash Check Money Order

Name on Card: _____

VISA/MasterCard #: _____ - _____ - _____ - _____

Exp. Date: ____/____

3-digit security code on back of card: _____

Payment can be accepted as cash, check, credit card (MC or VISA only), or money order ONLY

Please send official transcript to: Check if same address as above

ATTN: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

I hereby consent to have my transcript released to the address(es)/person(s) on this form. I understand that the Registrar's Office will send my transcript to the person/address exactly as I have written them.

Signature: _____ Date: _____

REGISTRAR OFFICE USE ONLY

Date processed: _____ Amount due: _____

Initials: _____ Amount received: _____

Rev. 2/6/2020