

Instructions for Mailed Transcripts: Please type/check the appropriate response in the space provided. After the form is complete, please print and sign the form and Mail to: Registrar's Office, 403 Main Street, Box 4271, Grambling, LA 71245, Fax to (318) 274-2777 or email request to [rushingev@gram.edu](mailto:rushingev@gram.edu) for a mailed copy of the transcript. Please allow 1 to 3 working days for processing.

Instructions for Electronic Transcripts: Please click here to complete your request for an electronic transcript [Official Transcript Request](#). For questions or comments please call (318) 274-2612. If you have not received an update on your transcript request within 3 working days, please email [registrar@gram.edu](mailto:registrar@gram.edu) with your name, Student ID #(G#) and contact phone number.

## GRAMBLING STATE UNIVERSITY REGISTRAR'S OFFICE

### Official Transcript Request Form

(No fee required for transcripts-Maximum of Two Transcripts per request)

Send Immediately     Send After Final Grades are Posted     Place in sealed envelope     Forward electronic copy

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Requestor will: (please check only (1) box)

Pick up from 10-11:30 a.m.

Pick up from 3:30-5 p.m.  
Please show picture ID.

\*\*\*\*\*STUDENT INFORMATION\*\*\*\*\*

First _____ M. _____ Maiden _____ Last _____	Student ID Number (Gxxxxxxx) _____
Current Mailing Address _____	Date of Birth _____
City _____ State _____ ZIP _____	Date of Request _____
(____) _____ - _____ Telephone Number _____ Email Address _____	Number of transcripts requested _____

Did you graduate?    Yes \_\_\_\_\_    No \_\_\_\_\_    Date of Graduation \_\_\_\_\_

Are you currently enrolled: \_\_\_\_\_    If not, indicate last attendance date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

#### OFFICE USE ONLY

Date mailed: \_\_\_\_\_    Staff Initials: \_\_\_\_\_

If denied, Reason:

- \_\_\_\_\_ Incomplete Credentials (Graduate Studies) - (318) 274-2158
- \_\_\_\_\_ Incomplete Credentials (Undergraduate) - (318) 274-6423
- \_\_\_\_\_ Financial Hold- Contact Student Accounts – (318) 274-2662
- \_\_\_\_\_ Special Hold- \_\_\_\_\_