



### GRADE AND TUITION VERIFICATION REQUEST

If you require GGU to certify the grades you received or tuition you paid, please fill out this form and submit it to:  
Office of Records and Registration, 536 Mission St., San Francisco, CA 94105-2968 or fax it to (415) 442-7223  
This form requires three to five working days to process. Please also allow time for regular mail delivery.

Processed form is to be mailed to: \_\_\_\_\_ **OR** I will pick the processed form up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ contact phone number  
\_\_\_\_\_  
\_\_\_\_\_ e-mail address

GGU Student ID: \_\_\_\_\_  Mr.  Ms. \_\_\_\_\_  
(check one) last name first name middle name or initial

Term of attendance:  Fall  Spring  Summer Year: \_\_\_\_\_

Course Number	Course Title	Units	Grade	OFFICE OF RECORDS AND REGISTRATION WILL FILL IN THIS SECTION.
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

I certify that the person named on this form was a student at Golden Gate University during this trimester, took these courses and received these grades.

University Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please  do  do not verify my tuition amounts.

OFFICE OF STUDENT ACCOUNTING SERVICES WILL FILL IN THIS SECTION	Tuition for trimester: \$ _____	
	Fees for trimester: \$ _____	
	PAID	UNPAID
	TOTAL:	\$ _____
Accounting Officer Signature: _____		Date: _____

I authorize Golden Gate University to release the above information.

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