



Transcript Ordering Fast Facts

NOTICE: Since postal mail delivery times have increased, you are **strongly encouraged** to order a PDF rather than a paper copy of your transcript. Orders will be processed within one business day unless the transcripts must be recreated from archived records. Transcripts for students who first enrolled at GGU in the year 2000 or later are typically complete and generally do not require additional processing time. Transcripts for students who enrolled at GGU prior to the year 2000 may have to be recreated from archived records, which may require up to ten business days processing time. **Before placing an order for electronic delivery, please read the information below for specific details regarding electronic (PDF) transcripts.**

Transcript Recipient Information:

- **Attention Law School JD students:** If you are seeking to transfer to another law school and will also need a letter of good standing with your class rank, you should complete the [Student Status Letter Request](#) form and submit it to lawreg@ggu.edu. We also recommend that you have your Law School Admissions Council Credential Assembly Service (CAS) report sent directly from LSAC to the school to which you are attempting to transfer.
- **Returning to GGU?:** If you were previously enrolled at GGU and are reapplying for admission, you do not need to order an official transcript to be sent to the Admissions Office. Instead, send a message to records@ggu.edu to request to have a copy of your transcript to be sent internally to the Admissions Office.
- **Transcripts from Other Schools:** GGU does not release transcripts from other schools to students or third-parties.

Online Transcript Orders:

- To order an official transcript(s), go to the National Student Clearinghouse (NSC) secure site: <https://tsorder.studentclearinghouse.org/school/ficocode/00120500>
- If you have a myGGU account, start the ordering process from the [myGGU/Student Self-Service](#) "Order an Official Transcript" link in the left side menu to avoid having to send the consent form to the Clearinghouse.
- The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee of \$2.90 will be charged per order.
- Order updates will be emailed to you. You can also track your order online.

Offline Transcript Orders:

- Rather than ordering via the Clearinghouse online service, you may order transcripts offline by submission of a PDF request form. Send an email to records@ggu.edu to request the form.
- The offline transcript fee is **\$15** per copy instead of the \$10 per copy fee assessed for online requests.

Transcript Delivery Options:

TYPE OF DELIVERY	ESTIMATED PROCESSING AND DELIVERY TIME	TRANSCRIPT AND DELIVERY FEES (NON-REFUNDABLE)
PDF via Email (Online Orders Only)	Sent to the recipient via email within one business day of the order.	Online Transcript Fee: \$10 per transcript Online Processing Fee: \$2.90 Delivery Fee per Address: \$0
U.S. Postal Service (First Class Mail)	Mailed the next business day (Monday – Thursday) if order is received by 10:00 AM. Note: the mailroom is closed on Fridays. Allow for a minimum of 10 business for delivery within the U.S.	Online Transcript Fee: \$10 per transcript Online Processing Fee: \$2.90 Delivery Fee per Address: \$0 Offline Transcript Fee: \$15 per transcript Delivery Fee per Address: \$0
Hold for Pick up at Student Enrollment Center (Suite 1350)	Available for pick up the next business day if order is received by 10:00 AM. Pick up Monday through Thursday from 10:00 AM to 5:00 PM. Note: the Registrar's Office closed on Fridays.	Online Transcript Fee: \$10 per transcript Online Processing Fee: \$2.90 Delivery Fee per Address: \$0 Offline Transcript Fee: \$15 per transcript Delivery Fee per Address: \$0



Express: United States	Mailed the next business day (Monday – Thursday) with next day delivery if order is received by 10:00 AM. Note: the mailroom is closed on Fridays.	Online Transcript Fee: \$10 per transcript Online Processing Fee: \$2.90 Delivery Fee per Address: \$39 Offline Transcript Fee: \$15 per transcript Delivery Fee per Address: \$39
Express: Canada and Mexico	Mailed the next business day (Monday – Thursday) with 2-3 days delivery if order is received by 10:00 AM. Note: the mailroom is closed on Fridays.	Online Transcript Fee: \$10 per transcript Online Processing Fee: \$2.90 Delivery Fee per Address: \$59 Offline Transcript Fee: \$15 per transcript Delivery Fee per Address: \$59
Express: Other International	Mailed the next business day (Monday – Thursday) with 2-5 days delivery if order is received by 10:00 AM. Note: the mailroom is closed on Fridays.	Online Transcript Fee: \$10 per transcript Online Processing Fee: \$2.90 Delivery Fee per Address: \$75 Offline Transcript Fee: \$15 per transcript Delivery Fee per Address: \$75

Electronic (PDF) Transcript:

- **Warning:** Before ordering a PDF transcript, be sure the recipient will accept electronic PDF transcripts via email. Also, the recipient must have a current version of Adobe Acrobat Reader installed on their computer to open and view the transcript. Electronic transcripts are intended to be delivered directly to other institutions, companies, or yourself for **one-time** use and **cannot be forwarded**. PDF transcripts are intended for "**view only**" purposes and printed copies display the word "**COPY**" across the entire page. If your intention is to obtain a printed copy of your transcript, you should not select the PDF option.
- **Expiration:** Access to the electronic PDF transcript will expire **30 days after the order is filled**. Even if the PDF is saved to a computer or the cloud, the recipient will be denied access to view the PDF transcript after the expiration date. If the PDF transcript has expired, you will have to submit another order to view your transcript. PDF transcripts are password-protected for a specific recipient, so you cannot upload the PDF to another third-party website/portal.
- **Recipient's Email Address:** After placing an order, you will be allowed to change the recipient's email address one time to correct an error. Contact us at records@ggu.edu or 415-442-7260 for assistance.

Please note:

- Transcripts are issued only in their entirety. However, students who enroll in both the School of Law and in the School of Undergraduate Studies or any of the graduate schools will be issued separate transcripts for their university and School of Law coursework.
- GGU does not issue unofficial transcripts, but they are available for current students to download via [myGGU/Student Self-Service](#).
- You can request to cancel an order before it has been filled free of charge. Contact us at records@ggu.edu for assistance. No refunds will be given for orders that have already been processed.

Customer Service:

If you need further assistance, would like to request an offline request form, or have questions regarding your order, you may contact us at records@ggu.edu or 415-442-7260. If you have requested your order online via the National Student Clearinghouse, please include your order number in your communication to us.