

Transcript Ordering Fast Facts

Ordering Transcripts

Golden Gate University has authorized the National Student Clearinghouse to provide transcript ordering via the Web. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.

- To order an official transcript(s), go to the Clearinghouse secure site:
https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=00120500
- If you have a GGU4YOU account, start the ordering process from the GGU4YOU "Student" menu in order 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 \$2.25 will be charged per recipient.
- Order updates will be emailed to you. You can also track your order online.
- **Attention Law School JD students:** If you are attempting to transfer to another law school and will also need any of the following: a letter of good standing, class rank, or a copy of your LSAT score, **DO NOT** submit your order online via the Clearinghouse website. Instead contact the [Law School Registrar's Office](#) to request a "transfer out package". If you are ordering only a transcript, the request should be submitted online via the Clearinghouse website.

Alternatively, you may request transcripts offline by submission of a physical transcript request form. Please note that the offline transcript fee is **\$12 per copy** instead of the \$6 per copy fee assessed for online requests.

Transcript Request Options

| SERVICE | PROCESSING TIME | FEE (non-refundable) |
|--|--|--|
| REGULAR | Mailed within ten business days via first-class US mail; If hold for pickup requested, transcript will be available for pickup within ten business days. | Per transcript: \$6 online request/\$12 offline request |
| RUSH/EXPRESS MAIL <i>Must be received by 4 pm Pacific time.</i> | Mailed the following business day for next-day delivery (second-day delivery to PO boxes and international addresses). | Per transcript: \$6 online request/\$12 offline request + \$20 delivery fee per US address + \$30 delivery fee per international address |
| RUSH/PICKUP <i>Must be received by 4 pm Pacific time.</i> | Available for pickup within two business days. | Per transcript: \$6 online request/\$12 offline request + \$20 rush processing fee |

Your transcript will show:

The course numbers, titles, and grades of courses completed at GGU.

Totals of credit awarded in transfer from all post-secondary institutions.

Totals of credit awarded for tests such as CLEP, DANTES, etc.

Degrees or certificates earned.

Term and graduation honors, such as "Dean's List", "cum laude", "with high honors", etc.

Term grade-point averages (GPA).*

Academic level (undergraduate, graduate, doctoral or law) GPA.* The GPA begins calculating anew after a degree has been awarded.

*Only GGU courses are included in the grade-point average calculation.

Please note:

We issue transcripts in their entirety only; we will not process requests asking to exclude a degree program or academic level.

We do not issue unofficial transcripts.

We do not refund fees for canceled requests.

We do not release transcripts for students with outstanding tuition balances or uncompleted financial aid exit interviews. If we find an obligation exists, the Student Accounting Services will contact you. If you do not resolve the matter with them within 30 days, we will return your request, along with any checks or money orders you've submitted.

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 415-442-7285. If you have requested your order online via the National Student Clearinghouse, please include your order number in your communication to us.