

GUILFORD

COLLEGE

TRANSCRIPTS

How do I get a copy of my official transcript?

Transcripts will not be issued if there is an outstanding financial or judicial obligation with Guilford.

Ordering Transcripts Online

Transcripts can be ordered online at www.getmytranscript.com. The fee is \$12.50 per transcript.

The online ordering is done through the National Student Clearinghouse. Enter Guilford College as the School. This will take you to our order form. We encourage active and inactive students seeking an official transcript to request an electronic version. To order an electronic official transcript, select "rush" and "electronic transcript." The College will send an official transcript to the email address you provide. Please be sure to enter the correct email address for the recipient as this is where the transcript will be uploaded. Electronic transcripts are processed within 48 hours if requested Monday - Thursday and on Friday before 2pm. Weekend requests are processed within 72 hours.

If a mailed copy of your official transcript is needed, transcripts are mailed within 3-5 business days of the request. Please allow an additional 5 - 7 days for delivery by the United States Postal Service.

The site will walk you through placing your order, including delivery options (Express mail, etc.) and fees. You can order as many transcripts as you would like in a single session. There is an electronic signature option. You must pay by credit card. Order updates will be emailed to you. You can also check your order status or history online at www.getmytranscript.com.

We suggest that you contact your recipient and verify that he/she is willing to accept your transcript via this delivery method. If you request that Guilford College send your transcript via electronic PDF or electronic ETX and it is not accepted by the recipient, an additional fee will be charged to process another transcript. Electronic transcripts can only be viewed for 30 days.

If you need help or have questions about the Clearinghouse's transcript ordering service, contact 703.742.7791 or transcripts@studentclearinghouse.org. If you have any other questions contact the Office of the Registrar at 336.316.2121.

Ordering Transcripts Through the Registrar's Office

The fee is \$12.50 per transcript for pick-up.

A hard copy of the transcript will be mailed if you provide an address.

Express mail fee: \$35 - United States, \$45 - Canada and Mexico, \$55 - International.

How to Place a Request

- Complete a transcript request form.
- Fax a written request to 336.316.2948 or mail a written request to:
Transcript Department, Office of the Registrar
Guilford College
5800 West Friendly Avenue
Greensboro, NC 27410

You must include the following information:

- Your name as it was when you were a student
- Your Guilford G number (student ID number) or social security number
- Permanent address
- Telephone number and email address
- Dates of attendance
- Date of birth
- Exact address for mailing your official transcript(s)
- Number of transcripts needed
- Whether or not transcript(s) should be in separate sealed envelope(s)
- Credit card number with expiration date and security code
- Signature giving Guilford permission to mail your official transcript
- Payment and signature are required for the release of transcripts

How do I get a copy of my unofficial transcript?

Unofficial transcripts may be accessed via BannerWeb. You will need your G# and password information. If you need assistance, please contact the IT&S Web Help Desk at webhelpdesk@guilford.edu or 336.316.2020.

OFFICE of the REGISTRAR

5800 West Friendly Avenue, Greensboro, NC 27410 P / 336.316.2121 www.guilford.edu

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