



## EDUCATIONAL RECORDS REQUEST

**Official Transcript**—*Embossed with College Seal (\$5 each)*  
I request \_\_\_\_\_ copy(s)  **Enrollment Verification**—*(No Fee)*  
I request \_\_\_\_\_ copy(s) for term(s) \_\_\_\_\_ to \_\_\_\_\_

**Unofficial Transcript**—*No College Seal (No Fee)*  
I request \_\_\_\_\_ copy(s)  **Duplicate Certificate**—*(\$5 each)*  
I request \_\_\_\_\_ copy(s)

*General processing time is 3-5 business days. Older records may require extended processing time.  
Enrollment Services will contact you at the phone number provided if additional time is required.*

**Student Name:** \_\_\_\_\_  
(LAST) (FIRST) (M.I.)

**Previous Names/Alias:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Last 4 of SSN:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Program(s) Attended:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Dates of Attendance:** \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
(\*\*STUDENT MUST SIGN - REQUIRED\*\*) (DATE)

\*Federal law requires transcript requests MUST be made in writing and be signed by the student.

**SEND RECORDS TO:** \*Must complete with exact address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please **mail immediately**  I **will pick-up** the records

**FOR TRANSCRIPTS CHECK ONE BOX BELOW (if needed):**

**Hold for** current semester's grades

**Hold for** a grade change in \_\_\_\_\_ (Class & Semester)

**Hold for** degree/certificate to be posted

**SUBMIT REQUEST**

- E-Mail Signed Request Form to ClockEnroll@gatewaycc.edu along with a copy of Maricopa Community College Student Photo ID or a valid Government Issued Photo ID
- Submit in Person to Enrollment Services
- Mail to Gateway Community College: 1245 E Buckeye Road, Phoenix, AZ 85034
  - Attn: Enrollment Services

**Payment:**

Official Transcripts and Duplicate Certificates are \$5.00 EACH. There is no charge for Unofficial Transcripts or Enrollment Verifications.

- **In-person to the Student Financial Office** at any GateWay Campus: Washington, Central City, Deer Valley, SW Skill Center.
  - *Cash, Credit card, E-Check, Check/Money orders(Make payable to GateWay Community College)*
- **Over the phone:** (602)-238-4347
  - *Credit card*
- **Mail to** Gateway Community College: 1245 E Buckeye Road, Phoenix, AZ 85034
  - Attn: Enrollment Services

*Official Transcripts and/or Duplicate Certificates will not be issued to a student with any outstanding debt owed to any of the Maricopa Community Colleges.*

--Official Use Only-- <small>Revised 5/14/2019</small>	Processed by: _____	Date Processed: _____
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