



## Ordering UOG Transcripts

In compliance with the Family Educational Rights and Privacy Act (“FERPA”), a signed request is required to release transcripts. Please see the [Forms Repository](#) link for a Transcript Request Form that you can download and then bring (with a photo ID), fax (include a photo ID), or mail (include a photo ID) to our office. This form also includes instructions and the fee schedule.

Need transcripts in a hurry? The fastest way to process your request is to call the campus Collections Office (671-735-2940/45) or Business Office (671-735-2923) to make payment by credit card for same day service. They will give you a receipt# that you will write on the Transcript Request Form. Next, fax (include a photo ID) the completed and signed form to our office (671-735-2203) for processing. To confirm receipt of your fax, please call or email:

Last Name Begins With	Contact Person	Email	Phone
A ~ F	Joe Flores	<a href="mailto:jjflores@uguam.uog.edu">jjflores@uguam.uog.edu</a>	671-735-2205
G ~ N	Laurie Atoigue	<a href="mailto:latoigue@uguam.uog.edu">latoigue@uguam.uog.edu</a>	671-735-2206
O ~ Z	Marissa Barcinas	<a href="mailto:marissab@uguam.uog.edu">marissab@uguam.uog.edu</a>	671-735-2204

Alternatively, you may bring the form to our office or mail us the request form and payment (in the form of a money order). Please do not send cash. Note: Off-Island Checks are not accepted.

Transcripts are processed as soon as possible, but allow at least four (4) working days for processing; or three (3) weeks during the beginning and end of a term. One-hour service is not available one week prior to or following Commencement. Transcripts will only be released to those students who have met all admissions requirements and are in good standing with the Business Office.

If you have questions, please contact use the contact information above.

### Admissions & Records Office

Field House, 1<sup>st</sup> Floor  
University of Guam  
UOG Station  
Mangilao, GU 96923  
Mondays~Fridays 8am~5pm  
735-2204 • 735-2203 (fax)

# UNIVERSITY OF GUAM

Office of Admissions & Records

UOG STATION

MANGILAO, GUAM 96923

Tel: (671) 735-2204 © Fax: (671) 735-2203

E-mail: [admitme@uguam.uog.edu](mailto:admitme@uguam.uog.edu) Website: [www.uog.edu](http://www.uog.edu)

## REQUEST FOR ACADEMIC TRANSCRIPT

Please write clearly when making your request and provide all information. Illegible and incomplete requests cannot be processed. Requests for Continuing Education and Professional Development (800 level) courses will not be processed without the specific date, course title and location where course was taken. Transcripts are processed as soon as possible, but please allow at least four (4) working days before the transcript is needed; or three (3) weeks during the beginning and end of a term. One hour service is not available one week prior to or following Commencement. Transcripts will only be released to those students who have met all admissions requirements and are in good standing with the Business Office. Request must be paid at the Cashier's Office located at the ADMINISTRATION BUILDING from 8:00am - 4:00pm. Photo Identification is required.

Note: Off Island Checks are not accepted. You may call the Cashier to make payments using your credit card at (671)735-2923, or send in a money order.

Student ID Number/SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Student's Full Name/Address \_\_\_\_\_  
\_\_\_\_\_

Previous Name \_\_\_\_\_ Semester(s)/Year(s) Attended \_\_\_\_\_

UOG Degree/Date Conferred \_\_\_\_\_ UOG Major \_\_\_\_\_

### TRANSCRIPT TYPE:

- Undergraduate     Graduate     Non-Degree  
 Professional (800 Level)\*  C.E.U.

### SERVICE:

- Student Copy     Official Copy  
1st Copy (Free) Yes \_\_\_ No \_\_\_

Cont. Ed./Prof (800 Level) Course Title\* \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

\_\_\_\_\_ x \$5.00 per copy  
# copies

Ready in 1 Hour (Upon Approval) Yes \_\_\_ No \_\_\_  
(\$20.00 Additional Charge)

### HOLD UNTIL AFTER:

- Current Semester     Degree Conferred  
 Grade Change \_\_\_\_\_  
Course

WILL PICK UP OR RELEASE TO: \_\_\_\_\_

TRANSCRIPT TO BE SENT TO (If more than one address, please use back of form):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

### FOR OFFICE USE ONLY

AMT/RECEIPT# \_\_\_\_\_ / \_\_\_\_\_ / By: \_\_\_\_\_

ABORTED: \_\_\_ Request Incomplete \_\_\_ Request Illegible RESEARCH/AUDIT: \_\_\_ / Date \_\_\_\_\_ / By: \_\_\_\_\_

HOLD FOR: \_\_\_ Admissions Application \_\_\_ H.S. Transcript \_\_\_ College Transcript \_\_\_ Business Office Clearance \_\_\_ Library Clearance