

# Granite State College Transcript Request

*Transcripts are free.*

Active GSC students may log on to WebROCK via [www.granite.edu](http://www.granite.edu) or Blackboard.granite.edu to request their transcripts. Online transcript requests are processed within three business days.

Full Name \_\_\_\_\_  
                                    First                                    Full Middle                                    Last

Name when enrolled (if different) \_\_\_\_\_

Social Security Number \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

**Signature Required** \_\_\_\_\_

**Mail Transcript to:** *(Additional addresses may be printed on back)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of transcripts: \_\_\_\_\_ Official \_\_\_\_\_ Unofficial

Limit of 5 transcripts per request.

*For Office Use Only:*

Date rec'd \_\_\_\_\_ Mailed \_\_\_\_\_ Sent by \_\_\_\_\_ Note \_\_\_\_\_

## USNH Policy governing issuance of transcripts:

1. A transcript will be issued only on written request or authorization via the college's secure web site.
2. Transcripts are not issued until all accounts with the college are paid.
3. Granite State College will not be responsible for loss of transcripts due to insufficient address.
4. Unofficial transcripts issued and mailed to students are stamped accordingly.

**Mail request to:** Transcript Coordinator  
Granite State College  
8 Old Suncook Road  
Concord, NH 03301

**Fax request to:** Registrar's Office  
603-513-1386

**Call for information:** (603) 228-3000 ext. 314

## Special instructions – please check

Send ASAP     Pick up in Concord

Hold until degree conferred

Hold for current grades:

Fall     Winter     Spring     Summer

**Please check** if enrolled through the Office of Education Training Programs

**Please check if enrolled before 1988**

## REQUEST TO FAX TRANSCRIPT

Please Note: faxed transcripts are **unofficial** and are usually not accepted by third parties.

Fax # \_\_\_\_\_

Attn: \_\_\_\_\_

I agree to release Granite State College from confidentiality for faxing my transcript.

**STUDENT SIGNATURE REQUIRED**