



# GATEWAY SEMINARY

Biblical • Missional • Global

Office of the Registrar  
3210 E. Guasti Road • Ontario, CA 91761  
909.687.1468 (phone) • 909.687.1593 (fax)  
[registrar@gs.edu](mailto:registrar@gs.edu)

## Request Form – First Free Copy of Transcript

This form is used to request your first copy of your GS transcript. After you have ordered your first free copy you will need to place any additional orders online at <https://www.parchment.com/u/registration/9665857/account>. Only one copy of your transcript can be ordered using this form.

Full Legal Name: \_\_\_\_\_  
Last First Middle

Name at time of enrollment (if different than above): \_\_\_\_\_ Student ID # or SSN or Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**This is new contact information. Please update my record.**

Did you graduate from GS?

Yes: Date of graduation and degree: \_\_\_\_\_

No: Dates of attendance: \_\_\_\_\_ Anticipated Graduation Term/Year: \_\_\_\_/\_\_\_\_

- Processing Options
  - Normal Processing (5 business days)
  - Hold for grades
  - Hold for degree conferred
- Type of Service
  - 1 Copy of Official Transcript – First Free Copy
- Delivery Options
  - Standard mail
  - Express mail (US only - \$20.00 extra charge)
  - HOLD for pick-up

### PAYMENT INFORMATION (FOR EXPRESS DELIVERY ONLY)

Cash       Check       Money Order

Name on Card: \_\_\_\_\_

VISA/MasterCard #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date: \_\_\_\_/\_\_\_\_

3-digit security code on back of card: \_\_\_\_\_

*Payment can be accepted as cash, check, credit card (MC or VISA only), or money order ONLY*

Please send official transcript to:  Check if same address as above

ATTN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

I hereby consent to have my transcript released to the address(es)/person(s) on this form. I understand that the Registrar's Office will send my transcript to the person/address exactly as I have written them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### REGISTRAR OFFICE USE ONLY

Date processed: \_\_\_\_\_

Amount due: \_\_\_\_\_

Initials: \_\_\_\_\_

Amount received: \_\_\_\_\_

Rev. 2/6/2020