

# GUILFORD COLLEGE TRANSCRIPT

## 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 <https://www.parchment.com/u/registration/33085/account>

**The fee is \$13.00 per transcript.**

Online ordering is done through Parchment.com. Enter Guilford College as the School. The hyperlink above will take you to the order form. The site will walk you through placing your order, including delivery options (Express mail, etc.) and fees. You can order as many transcripts as necessary in a single session. You must pay by credit card. You can check your order status or history online at [www.parchment.com](http://www.parchment.com).

We encourage active and inactive students seeking an official transcript to request an electronic version. Parchment will send an official transcript to the email address you provide. Please enter the correct email address for the recipient; 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.

*If you need assistance, please click Customer Support in the right-hand corner of the Parchment landing page. 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 \$13.00 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 <https://itshelp.guilford.edu/login> or 336.316.2020.