

20 Church Street  
 New Haven, CT 06510  
 Phone: 203.285.2020  
 Fax: 203.285.2018  
 GatewayCT.edu/registrar

## TRANSCRIPT REQUEST

- If you are a current student, please use my.comnet.edu to request a transcript electronically
- Please allow 7-10 working days for processing and mailing, except at the beginning and end of the semester, when up to 3 weeks may be required.
- Official transcripts will only be sent directly to other institutions, no student pick-ups allowed. Transcripts for personal use are available on my.comnet.edu.
- No one else is permitted to request a transcript on behalf of the student except government and law enforcement agencies with either a student's signed release, a court order, or a subpoena.

<b>Student ID #: @</b>		<b>D.O. B.:</b>	
<b>Name:</b> (Please Print Clearly) (Last)	(First)	(Middle)	(Other names used - if applicable)
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Telephone:</b> (Home)	(Work)	(Cell)	

**Please Print Clearly**

**1<sup>st</sup> Request**

<b>School or Other Institution</b>	
<b>Attention:</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	

**When would you like the transcripts sent:**

\_\_\_ IMMEDIATELY \_\_\_ AT THE END OF THE SEMESTER W/FINAL GRADES \_\_\_ AFTER YOUR DEGREE IS POSTED

**2<sup>nd</sup> Request**

<b>To:</b>	
<b>Attention:</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	

**When would you like the transcripts sent:**

\_\_\_ IMMEDIATELY \_\_\_ AT THE END OF THE SEMESTER W/FINAL GRADES \_\_\_ AFTER YOUR DEGREE IS POSTED

**Transcripts Are Free of Charge.**

**SIGNATURE** \_\_\_\_\_

**DO NOT WRITE IN THIS AREA  
 FOR OFFICE USE ONLY:**

INITIALS: \_\_\_\_\_ DATE ENTERED: \_\_\_\_\_